



# Louisville Institute

## **2018-19 Pastoral Study Project Grant**

Application Deadline: September 1, 2017

Grant Amount: Up to \$15,000

Grant Timeline: January 1, 2018-June 30, 2019

Are you a North American pastoral leader with a 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 study, reading, and writing that is difficult to fulfill amid the press of other pastoral duties?

Through its Pastoral Study Projects (PSP), the Louisville Institute offers pastoral leaders an 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 developments 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.

PSP 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.

We offer the gift of time to our grantees 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 religious lives of North American Christians might be enriched and their congregations strengthened.

Blessings in your ministry,

Don C. Richter  
Associate Director  
(502) 992-5431

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[www.louisville-institute.org](http://www.louisville-institute.org)

# Eligibility and Application Requirements

The Louisville Institute offers pastoral leaders the gift of time and the resources to investigate issues related to Christian ministry and leadership, North American religious practices and institutions, or major challenges facing wider, contemporary society. The Pastoral Study Project program (PSP) enables pastoral leaders to bracket daily work routines in order to pursue a pressing and significant question for the life of faith.

Grants of up to \$15,000 support independent or collaborative study projects – projects that privilege pastoral perspectives and rhythms and honor grassroots research conducted by skilled clergy. PSP grantees may use a variety of platforms to share what they learn with a wider audience, extending their leadership in ways that can benefit the broader church and society in North America.

## Eligibility

The Pastoral Study Project program is open to Christian clergy, church staff members, chaplains, denominational staff, nuns/sisters/brothers, members of monastic communities, 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, nor are members of the Louisville Presbyterian Seminary Board, staff, or student body - including immediate family members (parents, spouse, or children).

The PSP grant is open to pastoral leaders in the United States and Canada. Previous recipients of any Louisville Institute grants are eligible and encouraged to apply; however, all program and grant reports for any previous grants must be submitted prior to September 1st.

Pastors enrolled in Ph.D. or Th.D. programs are ineligible for the PSP grant but may be eligible for a [Theological Education Fellowship](#).

## PSP Feasibility Feedback

Louisville Institute is glad to provide brief initial feedback to help you determine if your PSP project idea fits our funding criteria. Because of the large number of PSP applicants, consultation does not guarantee funding. However, staff feedback can help you discern whether to develop your ideas into a full grant proposal. Before contacting us, please do the following:

- **Describe** your ministry context (2-3 sentences).
- **State** your project's core question -- framed as a question -- and say why it is important to the church in North America (one paragraph).
- **Identify** how you plan to investigate this question, indicating potential research strategies (2-3 paragraphs).
- **Share** your outline with several trusted colleagues and incorporate their feedback.

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After completing these steps, email your brief project outline (500 words maximum) to [Don Richter](#) with the subject "PSP feedback." We will respond to all feedback requests submitted prior to August 15.

### **Pastoral Study Project Consultation**

PSP grantees selected for a 2018 grant are required to attend a Louisville Institute consultation hosted at Louisville Presbyterian Seminary *February 5-7, 2018*. The Institute will pay for travel and lodging expenses to attend this gathering.

Beyond the consultation, PSP grantees are not required or expected to be in residence at Louisville Presbyterian Seminary during their grant period.

### **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 are conducting your project.

### **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 intermittent 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 2018 Pastoral Study Project grant is an 18-month period between January 1, 2018 and June 30, 2019. Applicants who wish to conduct their project after that time period should apply for a 2019 grant.

## **Proposal Elements**

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 those asked to write letters of recommendation— 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. A good guiding question, or "little quest," is often at the heart of a compelling project proposal. Successful proposals show how all aspects of the project are shaped in clear reference to this central question, 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. The 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.

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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:

**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 contexts, including our current social and political moment?

**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, as well as 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.?

## PSP Proposal Requirements

In order for an application to be considered for a grant, applicants must go to [APPLY](#) on our website and submitted all application materials no later than September 1, 2017. Letters of Recommendations must be submitted by the recommender by September 8, 2017. If you encounter problems, contact [Keri Liechty](#).

Are you applying with a colleague to the PSP Grant? If yes, the Project Director will submit the application requirements and add additional Team Members during the application process. All other Team Members will receive an email to create a user account and join the specific PSP project proposal. Additional team members must email resume, context of ministry and submit recommender contact information to [Keri Liechty](#) by September 1, 2017.

A complete proposal includes the following elements:

- Applicant Information
- Core Question
- Project Summary
- Proposal Narrative
- Bibliography
- Budget
- Résumé
- Statement of Ministry Context
- Two Letters of Recommendation (Ministry Colleague & Assessing Project Feasibility)
- Institutional Support Declaration

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- **Applicant Information:** Contact information, timeframe, and budget amount.
- **Core Question:** In 1-3 sentences, state your project's core question—framed as a *question*—and say why it is important to the church in North America.
- **Project Summary:** Summarize your project in approximately 200 words.
- **Proposal Narrative:** In approximately five pages (12-point and double-spaced) describe your proposal in detail, using the following outline:
  1. **Core Question** – What is the primary question you will investigate?
  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 ways 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 *intended 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 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 this project? The study period may vary according to the needs of each applicant, and may include extended or intermittent blocks of time, or designated days each week or month. If salary replacement is requested, time committed to project must be over and above the grantee's regular days off, vacation time, and study leave. The project window for recipients of a 2018 Pastoral Study Project grant is an 18-month period between January 1, 2018 and June 30, 2019. Applicants whose projects extend beyond that time period should apply for a 2019 grant.
- **Bibliography:** Compile a carefully selected bibliography (2-3 pages, double-spaced) that identifies the major relevant literature and other seminal resources in the field you plan to study.
- **Proposal Budget:** Prepare a line-item budget and explanatory budget narrative to show the connections between particular expenses and the project's objectives. Grant funds may be used in various ways: e.g., to purchase books, for research material and equipment, room and board, supply ministry, salary replacement, convening collaborators, or project-related travel. The PSP grant does not fund basic program support for organizations, regular salary support unrelated to project activities, expenses related to pursuit of a degree, or capital expenditures beyond what may be necessary to conduct research. See pages 7-12 for more information.
- **Résumé:** The résumé (four pages maximum) should include educational experience (with graduation dates), ministry experience (include dates of service), and other information 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.

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- **Statement of Ministry Context:** Tell us about your congregation or organization and describe your leadership role (two pages, double-spaced).
- **Letters of Recommendations:**  
When uploading your application materials, please provide the names, email addresses and phone numbers for your recommenders. LI will immediately email those recommenders with a link to submit their documents online. LI will also notify you via email as each person successfully submits a letter/support. Applicants should contact their recommenders in advance to explain procedures and guidelines. Letters of Recommendation must to be submitted by September 8.
  - **Letter of Recommendation from Ministry Colleague** — Your Colleague letter should come from someone - either within or outside your institution - who can provide a candid assessment of your reliability and capacity to carry out the proposed project. Your recommender should describe how your previous work demonstrates skills needed to conduct this study and coordinate this Pastoral Study Project, indicating ways this project might strengthen the church in North America.
  - **Letter Assessing Project Feasibility** — Your Feasibility letter should come from someone who can provide a candid assessment of the need for this project, the feasibility of this project, and the distinctiveness of this project in light of what others are doing or have already done. Your recommender will tell us why this proposed project matters, how you are well-suited to undertake this venture, and why this study has relevance for the church in North America.
- **Institutional Support Declaration** — When uploading your application materials, please provide the name, email address and phone number for an appropriate representative to verify institutional support for your PSP, verifying that you will be given time off to conduct this project should a grant be awarded. LI will immediately email this representative with a link to complete a brief online form. LI will also notify you via email when the support declaration has been submitted. Applicants should contact their representative in advance to explain procedures and guidelines. Institutional Support must to be submitted by September 8.

## **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 travel outside of North America -- 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 benefit the projects some applicants are planning, our intent is to help grantees claim their own scholarly voices as pastors. We therefore discourage conference fees as a significant portion of a Pastoral Study Project budget. Likewise, most continuing education offerings do not meet our expectations for PSP. We seek to foster primary scholarship from our grantees, even as they pay attention to what others have learned.

## **A Word about Degree Programs and Tuition Expenses**

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The Pastoral Study Project does not provide scholarship assistance for Doctor of Ministry or other degree programs. A pastor currently enrolled in a degree program may apply for a PSP grant, but the proposed project must be clearly distinct from degree requirements. Pastoral Study Project grants may be awarded for proposals to extend further a study that began as an earlier, completed degree project. Pastors enrolled in Ph.D. or Th.D. programs are ineligible for the PSP grant but may be eligible for a [Theological Education Fellowship](#).

## **Review and Selection Process**

Every year the Louisville Institute Board appoints a selection committee to review proposals and award Pastoral Study Project grants. Committee membership and deliberations remain confidential.

Applicants whose projects are not funded will be notified by mail as soon as possible following the adjudication process. Due to the large number of applications the Institute receives, LI Board and staff members do not provide additional feedback on declined proposals.

## **PSP Budget Preparation Guide**

An essential part of applying for a Pastoral Study Project grant is preparing an itemized budget and a budget narrative. The Louisville Institute closely reviews the information you provide and analyzes what you anticipate the proposed activities will cost. Give careful consideration to these costs and - when appropriate - work with those in your organization who are responsible for its accounting procedures.

A PSP grant may be payable to a church/host institution or directly to the individual grantee. Because individual recipients of Institute grants may be liable for income taxes on funds awarded, PSP grantees often find it more convenient to have their grants made payable to a tax-exempt nonprofit organization with 501(c)(3) status. The Institute does not provide advice on tax matters; we advise grantees to consult their own tax advisors to determine the tax consequences of receiving grant funds.

During the proposal review process, the PSP selection committee may question particular budget items and decide to award a grant conditionally, pending budget revision. Once a budget is approved and the grant is awarded, the total amount remains the same throughout the duration of the grant period. As your project unfolds – including after you attend the required PSP Grantee Consultation -- you may request a budget modification to transfer available funds between line items.

## **BUDGET**

Your budget should include two parts: a line item budget and a budget narrative that supports your request.

## **LINE ITEM BUDGET**

Your line item budget should list all the appropriate accounts where money will be spent (e.g., Personnel, Travel, etc.) and the anticipated costs of project activities in each of these accounts. When appropriate, work with those responsible for accounting in your organization and to develop the

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budget based on your organization’s chart of accounts, which will enable both the Institute staff and your organization’s staff to monitor the budget easily.

The line items outlined in the sample budgets (below) do *not* include all of the types of items the Institute will consider funding. These samples simply indicate items *commonly* found in budget requests. If there are items in your project that you want the Institute to consider funding, please include these. On the other hand, do not include line items that are in the sample budget if they do *not* apply to your project.

*If you are requesting funds for more than one year, arrange the budget in a calendar-year format, even though your own fiscal year may be different. Each right-hand column should show the total of each line item for the duration of the project for the calendar year, and the last right-hand column should show the grant total of the budget.*

The Institute receives two types of requests for funding: one seeking entire support for a project and another seeking support for a portion of a project. If you are requesting support from the Institute to fund 100% of your project’s costs, your budget should reflect all anticipated expenditures. If you seek support from the Institute for a *portion* of a project, your budget should include anticipated sources of income as well as anticipated expenditures. These other funding sources may include your own organization’s in-kind support, other grant support, income from registration fees, and/or other contributions to the project.

### Sample Line-Item Budgets

We encourage you to use these two sample budgets in preparing your own PSP budget:

#### SAMPLE BUDGET #1

#### Project Title Proposed Budget

	2018	2019	TOTAL
<b>1. Personnel</b>			
Salary replacement (3 months @ \$2,000 per mo)	\$6,000	\$6,000	\$12,000
<b>2. Research Costs</b>			
Books & Reference Materials	\$250	\$200	\$450
Telephone, FAX, mailing, copies, supplies	\$300	\$300	\$600
Travel & Lodging	\$725	\$350	\$1,075
<b>TOTAL REQUESTED</b>	<b>\$7,275</b>	<b>\$6,850</b>	<b>\$14,126</b>

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## SAMPLE BUDGET #2

### Project Title Proposed Budget

	2018	2019	TOTAL
<b>Release time: hiring of supply minister</b>	\$2,000.00	\$2,000.00	\$4,000.00
<b>Travel</b>			
1. Denver trip – Fall 2018 & Spring 2019 (2 days each trip)			
Airfare	\$298.00	\$298.00	\$596.00
Ground transportation - car rental	\$50.00	\$50.00	\$100.00
Meals for two days	\$70.00	\$70.00	\$140.00
Hotel accommodations (2 nights)	\$250.00	\$250.00	\$500.00
2. Washington, DC (2 days)			
Airfare	\$300.00		\$300.00
Hotel	\$250.00		\$250.00
Meals	\$100.00		\$100.00
Ground transportation	\$50.00		\$50.00
Registration fee for conference	\$50.00		\$50.00
<b>Personnel &amp; Supplies</b>			
1. Summer Salary: calculated by dividing 10 mos. contract by 10 to obtain per month salary, multiplying by 2 mos. which will be spent finishing project	\$7,000.00		\$7,000.00
2. Fringe Benefits on summer salary	\$1,235.50		\$1,235.50
3. Transcription assistance (40 hrs @ \$10 an hour)		\$400.00	\$400.00
<b>TOTAL REQUESTED</b>	<b>\$3,418.00</b>	<b>\$11,303.00</b>	<b>\$14,721.50</b>

## BUDGET NARRATIVE

This section should include a written justification for each line item in your budget. Each narrative statement should briefly describe:

- the specific item
- how the specific item relates to the project
- how you calculated the amount requested

Here are sample narrative guidelines for frequently-listed items. Note: not all items will appear in all budgets.

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## 1. Personnel

### A. Salaries/Wages

List the position and the salary or wages requested for each person's work in the proposed project. If appropriate, you may include here the stipend for supply ministers who will fill in for you while you are conducting your project. If you would like the Institute to fund a percentage of someone's salary, note that percentage. In the budget narrative, state what that person's activities are with regard to the proposed project.

### B. Fringe Benefits

Indicate the salary percentage your organization charges to fringe benefits. If you use different rates for different individuals, your narrative should contain a table summarizing calculations for each person.

<b><u>Sample Table:</u></b>	<b><u>Salary</u></b>	<b><u>Fringe Rate</u></b>	<b><u>\$\$</u></b>
<b>Project Director</b>	\$ 8,000	25%	\$2,000
<b>Secretary</b>	\$ 1,000	20%	\$ 200
			\$2,200

## 2. Administrative Support

Include in this category general expenses directly related to performing the proposed grant project. Typical entries include supplies, printing, postage, and telephone. These items need not be separately identified in the proposed budget, but should be explained in the budget narrative.

If your project requires purchasing books for seminar attendees, producing and printing brochures, generating mailings, or performing telephone surveys, list such large expenditures under a separate line item category.

Sometimes organizations will charge percentage allocations for administrative support. If you use percentages, indicate that percentage and how it was calculated.

## 3. Equipment

Although the Institute does not ordinarily award grants for capital expenditures, some projects may require the purchase of equipment for the achievement of project goals. List equipment requests separately from administrative support; estimate purchase price and document why you need this equipment.

## 4. Travel

Indicate projected travel expenses and document your calculations. Estimate travel expenses based on your organization's standard travel policies. The project director's supervisor or board member

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must approve the project director's travel; the project director must authorize all other travel expenses charged to PSP grant funds.

If your organization specifies a per diem amount for travel, indicate this amount and note what the figure includes. (Note: some per diem amounts include hotel expenses while others do not.)

Throughout the term of your grant, the Institute requires you or your organization to retain ticket stubs and itineraries to document air travel. We also require that someone other than the grantee authorize corporate credit card expenses.

## **5. Consultants**

If you plan to hire project consultants, describe the purpose, expected duration of the consultant's work, and the daily/hourly rate you expect to pay. Consultant fees and travel expenses should be on separate lines unless fees include travel costs.

When you hire consultants, initiate and retain in your files a contract that includes the following:

- ❖ consultant's name, address, and social security number
- ❖ beginning and ending dates of engagement, and estimated number of consulting hours to complete the project
- ❖ description of work to be performed, reports written, etc.
- ❖ hourly rate and method of payment for work performed
- ❖ description of any special arrangements such as the hiring of secretarial/clerical assistance, renting of office space or equipment, overhead expense, etc.
- ❖ a termination statement noting time requirement and obligations for payment

## **6. Conferences**

If your project includes a conference, list all costs directly related to the conference, using separate line items, e.g., travel, food, lodging, honoraria, etc.

## **7. Miscellaneous Costs**

A separate line item may include miscellaneous costs that are not itemized above and not easily identified, but may be necessary to conduct the project. Please explain the types of items/activities you intend the miscellaneous costs to include.

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## ***Once you receive a grant...***

### **Who receives the check?**

Grant documents and checks will be issued either to you or to your institution.

### **Will I receive a 1099 if the grant is made to me personally?**

No, you will not receive a 1099. Individual recipients of Institute grants may be liable for income taxes on funds awarded, depending on whether the funds are used to pay tuition and certain other related expenses, the amount of the recipient's other income, the law of the recipient's domicile, and other factors. Louisville Institute does not provide advice on tax matters. Applicants should consult their own tax advisors to determine the tax consequences of grant monies.

### **When will grant money be made available?**

Once we have received your signed grant documents, grant checks will be issued in a single check approximately 60 days before the scheduled start of your grant. (Exception: If your project begins prior to March 1, 2018, checks will be issued soon after January 25, 2018.)

### **How do I request changes to my budget/timeline?**

Change is inevitable...and may sometime be necessary as your project unfolds. If your timeline changes, submit your revised timeline and explanation to Don Richter for approval. Grantees may reallocate budgeted items up to \$500 or 10% of individual line item amounts by giving written notice to the Institute. Budget changes in excess of these limits must receive written approval of the Institute. For budget changes, submit a revised budget alongside the original budget via email to Don Richter ([drichter@louisville-institute.org](mailto:drichter@louisville-institute.org)).

### **What are the Final Report requirements for this grant?**

Grantees shall submit final program and financial reports to the Louisville Institute approximately sixty days after the conclusion of their grant period. LI will attach reporting instructions to the grant agreement documents and will also send a reminder to grantees prior to report deadline. In addition, we ask grantees to send the LI one copy of any published article and/or three copies of any published book produced during or as a result of the grant period.

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## Who We Are

The Louisville Institute is a Lilly Endowment-funded program based at Louisville Seminary supporting those who lead and study North American religious institutions. The fundamental mission of the Louisville Institute is to enrich the religious life of North American Christians.

- [Grants](#)
- [Fellowships](#)
- [Collaborative Inquiry](#)

The Institute's [Board of Directors](#) shapes mission and policy, reviews and approves grant proposals, and evaluates initiatives and programs. Aided by two administrative assistants, the Executive Director and Associate Director guide Institute work on a daily basis.

[The Religion Division of Lilly Endowment](#) supports programs and projects that address three broad questions:

- ***How do we identify, recruit and call forth a new generation of talented Christian pastors?***
- ***How do we best prepare and train new ministers for effective and faithful pastoral leadership?***
- ***How do we improve the skills and sustain the excellence of pastors currently serving congregations?***

The Endowment also funds efforts that enhance the vitality of local congregations and that enable ordinary church members to mine the deep wisdom of the Christian faith and to take up their vocations in the life of the world as people of faith.



Funded program by Lilly Endowment based at Louisville Seminary.

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