WE SEE A DAY WHEN THERE WILL BE SCORES OF HEALTHY REPRODUCING CHURCHES DOTTING THE LANDSCAPE OF CLASSIS GREATER LOS ANGELES, CALIFORNIA
ABOUT THIS RESOURCE MANUAL

This manual is a collection of Church Planting Wisdom compiled from my personal years of extensive planting experiences, our Classis, and from the CRC Home Missions.

This is a collection of details every Church Planter, Mother Church and Partner Church should have for understanding and implementing the key components of the Church Planting process with the GLA Classis of the CRC. Written and compiled by Rev. Elmer Tandayu, the New Church Developer, in conjunction with the evangelism and church planting missions of CENT.

2014

CHURCH PLANTING IS NO ORDINARY VISION.
IT IS A VISION THAT COMPELS US TO THINK OUTSIDE THE BOX.

This is our vision:
Establishing a wide variety of churches to reach the wide variety of people for Jesus Christ in the Greater Los Angeles area.
And to this prayerful vision, we present this resource to you.

CENT
[CHURCH EMPOWERING AND NETWORKING TEAM]
## SECTION ONE: GETTING READY FOR THE JOURNEY

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Talking to as many church planters, mother churches, and partner churches as I have has given me insight into the common challenges, confusions, fears and victories of church leaders with passion for church planting, evangelism and changing the communities for Christ in our GLA Classis.

I wanted to create a resource manual which is a collection of CHURCH PLANTING WISDOM from our Classis, our CRC Home Missions, and from my personal years of extensive planting experiences. I am putting them together in one place for YOU: the church planters, the mother churches, and the partner churches. This resource manual is inspired by the question: “What every church planting visionary at our Classis should know and do?”

As you read the next pages, you’ll find variety of church planting nuts and bolts ..... from planting road map to administration and legal issues to application for Ordination via Article 8 to getting financial grants to support raising to mother church commitment to ministry shares to mentoring guidelines to Home Mission fund grant reporting to obtaining tax ID number ... yes, to in-depth informative details needed in knowing the process of planting a church within our classis' communities. Definitely, this resource manual is a one stop shop for church planting, and has something to share with you.

Yours, and HIS forever,
REV. ELMER TANDAYU
New Church Developer
GLA Classis ... etandayu.ncds@gmail.com

WRITTEN AND COMPILED FOR CENT, CHURCH EMPOWERING AND NETWORKING TEAM
The New Church Developer of our Classis is responsible for communicating the church planting capabilities and solution support of CENT to the church planters, mother churches, and church partners Classis wide
SECTION ONE

GETTING READY FOR THE JOURNEY
THE CHURCH PLANTING PROCESS

►► WHAT IS THE PROCESS FOR PLANTING A CHURCH IN THE CLASSIS GREATER LOS ANGELES, CALIFORNIA?

Phase 1: CHURCH PLANTER SELECTION

A] APPLICATION
1. The Church Planter Receives, Completes, Submits an application

B] ASSESSMENT
1. CENT conducts background check using the submitted application profile
2. Planter takes Self-Assessment Written Test (Step #1), then the Church Planter’s Full Profile Test (Step #2) – refer to page 9 for details (www.churchplantersprofiles.com)
   • Regarding denominational affiliation: choose Church Multiplication Initiative – CRC/RCA
3. Planter receives and completes the Church Planting and Development Proposal Outline Form
   • Get Form from www.crhm.org/guidelines/C1-01.org

C] INTERVIEW
1. CENT schedules and conducts interview, reviews conducted background check
2. The Church Planter submits the completed Church Planting and Development Proposal Form

Phase 2: HIRING NEEDS

A] PARTNER WITH A MOTHER CHURCH
1. Obtain calling from a Mother Church for the new church plant

B] EXAMINATION FOR ORDINATION
1. When needed, Mother Church requests Classis to conduct Examination for Ordination as Minister of the Word, or as Commissioned Pastor

C] MATCH WITH A MENTOR-COACH
1. Acquire Church Planting Mentor/Coach for the church planter

Phase 3: CHURCH PLANTER COMPREHENSIVE CARE

A] FUNDING
1. Planter raises at least 10% of year expenses from funding streams (like individual friends, Classis, Churches, Parent and Partner Churches
2. Apply for Home Missions Grant
   • Submit Forms F1-01 CPD New Work with F1-15 (Ministry Budgeting: Build, Plan, and Review)
   • Get form from www.crhm.org/guidelines/F1-15.org
   • Get the next form from www.crhm.org/guidelines/F1-01.org

5.
B] TRAINING AND ORIENTATION
1. Attend Church Planting Bootcamp for essential church planting principles and practices
2. Attend Home Missions Orientation for an introduction to the denomination and its agencies
3. Attend Dynamic Church Planting International Training: Growing New Churches - Years 1 to 5

C] MENTORING AND COACHING
1. The assigned Mentor deals with the Spiritual and Emotional aspects of church planting
2. Mentor helps build a Church Planting Team and Prayer Team
   • Mentoring and Coaching will continue until Phase 4

D] FAMILY SUPPORT
1. Resourcing for spouse-family encouragement and inspiration
   • Family Support will continue until Phase 4

E] PARENTING CARE AND SUPPORT
1. Mother Church or Partner Churches implement partnering commitments and care all throughout Phase 4.

Phase 4: PLANNED APPROACH TO THE PLANTING OF THE NEW CHURCH
A] IMPLEMENT PLANTER’S PLANNED APPROACH to the planting of the new church into his target community
   1. Gathering the Core Team
   2. Implement Outreach Plan for the new church *
   3. Implement Discipling Ministry for the new believers *
   4. Launch the new church:
      • Grand Opening Celebration Day
      • Further saturation of the target community using #2, #3 above *
   5. When ready, Organize as a Christian Reformed Church

► Church Planting Timeline (on the next page please)

Taken from the Church Planting Files written by E. Tandayu, the New Church Developer
PROBABLE CHURCH PLANTING TIMELINE

1-3 Months       3-6 Months       6 Months-5 Years       8 Month-5 Years

CHURCH PLANTER SELECTION:
1. Application
2. On-Line Assessment
3. In-Person Assessment

HIRING NEEDS:
1. Calling: Mother Church
2. Examination-Ordination
3. Match: Mentor-Coach

COMPREHENSIVE CARE:
1. Funding
2. Training and Orientation
3. Mentoring
4. Family Support
5. Church Parenting Care and Support

PLANNED APPROACH TO THE PLANTING OF THE NEW CHURCH:
1. Gathering Core Team
2. Implement Outreach Plan
3. Implement Discipling Ministry for New Believers
4. Launch the New Church:
   ▪ Grand Opening
   ▪ Further Saturation of the Community
5. Organize as a Christian Reformed Church
   ▪ Probably on the year, when ready
►► WHAT ARE THE GUIDELINES TO CONSIDER TO APPLY FOR A CHURCH PLANTING GRANT?

The Classis GLA through the Church Empowering and Networking Team, in partnership with the CRC Home Missions, awards grants to assist churches in new church planting efforts. We desire to be a quality partner that rejoices in your planting success, and assist you to overcome planting challenges.

1. Church Planter should have at least 1-2 years in supervised training before a grant is given.
2. The Church Planter must show that he can gather a group and raise funds before grant is given.
3. Church Plant must be approved by the CENT team before a church plant can apply for Church planting grant.
4. Proposals must fit Home Missions guidelines for church planting and use Home Missions application forms. They must be smarter proposals.
5. Maximum grant is a three-year grant of $5,000.00 → $4,000.00 → $3,000.00
6. Proposal must include other funding sources for the church plant, such as, Home Missions, Parent Church, Other Church, and Individuals.
7. Proposals will be prioritized as follows:
   1st priority: those that go toward the creation of churches that are designed to serve more than one group (generation, class, ethnicity or other) and that acts interdependently and in cooperation with churches already present in the community.
   2nd priority: those that use activities that mobilize and maximize existing church assets God has already placed in the community (i.e. existing buildings, human, financial assets).
   3rd priority: those that support efforts that can demonstrate the ability to leverage additional financial resources (i.e. financial support from existing congregations, bi-vocational work)
8. Funds will typically be distributed in a 3 year declining grant contingent upon the growth and progress of the church plant. The new church will be evaluated yearly by the CENT team. Funding can be cut off in the second and/or third year if the new church is not meeting its goals.

As taken from GLA Classis approved items presented by the CENT Team to help churches with church planting
WHAT PLANTING SYSTEM FOR ACCOUNTABILITY CAN WE PROVIDE CHURCH PLANTERS FOR GREATER CHANCE FOR SUCCESS?

The most critical factor to the success of a church plant is the Church Planter. Survivability is significantly higher when the church planter engages in a planting support system. We offer 3 church planting system for accountability and encouragement. Church planters involved in it tend to lead faster-growing churches and reach more people than those who are not.

A) THE ASSESSMENT ... A Two-Step Process
Most Church Planters begin with an assessment. An ASSESSMENT evaluates potential Church Planters for important qualities they need to plant a church. It helps Planters know if they are gifted and called to plant a church. Assessment does not make any single Planter more effective; it does, however, help eliminate potentially ineffective Church Planters. Thus, it improves the effectiveness of any collective church planting effort as a whole. Definitely, it affirms gifted and called church planters, while saving untold heartache, failure, and embarrassment for those who are not.

STEP #1. The Self-Assessment Written Interview
The objective of step one assessment is for the candidate to discern if he has high, medium, or low potential as a church planter. This will help him determine if he wants to continue the assessment process.
- refer to Self Assessment written interview form on Section Four, page 66

STEP #2. The Behavioral Assessment
The objective of step two assessment is to discern the skills and competencies that a candidate will bring to a church planting project. Most behavioral assessments measure 13 qualities identified by Charles Ridley, Ph.D., of University of Indiana: visioning capacity, intrinsically motivated, creates ownership of ministry, relates to the unchurched, spousal cooperation, effectively builds relationships, commitment to church growth, responsive to the community, utilizes giftedness of others, flexible and adaptable, builds group cohesiveness, resilience and exercises faith.
- The Planter creates a profile at www.churchplanterprofiles.com
- Create a profile at www.churchplanterprofiles.com. When given the opportunity to choose a denominational affiliation, please choose the Church Multiplication Initiative (CRC/RCA).
- Take the FREE initial test on this website, which will allow you to assess church planting skills and abilities in yourself.
- The planter’s profile information and test results will be sent to the denominational office and a church planting representative will contact you for a follow up conversation.
• After talking with a church plant representative, complete your profile at www.churchplanterprofiles.com by taking the $89 assessment test and the other assessment tests listed.
• The test results will be sent to the denomination, and an assessment team will determine your readiness for the next step, a Behavioral Interview. This 4-6 hour conversation with trained assessor will focus on your past life experiences as they relate to the skills and gifts necessary for church planting.
• The assessors will write a report upon completion of the interview, along with a recommendation. You will be given an opportunity to offer feedback to their report. This report is confidential and will not be released without your permission.

**B] BOOTCAMP OR BASIC TRAINING**

A] BOOTCAMP is an intensive training seminar focused on the early development of the church plant. During the first 12 months on-site, Christian Reformed Home Missions (CRHM) expects all Church Planter Development (CPD) funded church planters, their spouse and their coach to attend Bootcamp.

Because CRHM expects participation at Bootcamp, soon after the church planter arrives “on-site”, the financial assistance offer is valid for up to 18 months after arrival. After 18 months, regional/local partnership would be expected to take the place of CRHM funding. Please note: CPDLT stands for Church Planting and Development Leadership Team.

Please refer to the page for “Policy regarding funding for bootcamp” or download the Policy page using the link below.

• The link to download:
  www.crhm.org ... click Guidelines ... click B1-18a

B] FURTHER BASIC TRAINING through the Dynamic Church Planting International can be available to every church planter on their planting years 1-3. To further enhance the Planter’s skills and approaches, trainings are offered with a very minimal fee. Financial assistance is available upon request.

**BASIC TRAINING #1: THE CHURCH PLANTING ESSENTIALS TRAINING**

• Organize, refine and pinpoint your vision, purpose, strategies and timeline early, so that a church planter can have a clear plan for the future.
• Use the 12 Biblical principles for church planting in everything the planter will do.
• Recognize and avoid land mines such as launching too soon, choosing the wrong facility, or exhausting the planter’s launch team.

**BASIC TRAINING #2: GROWING NEW CHURCHES**

• Transitioning from church planter to founding pastor
• Attracting and connecting newcomers
• Discovering the skills needed for each stage of a church’s growth
• Creating a personalized plan to A.C.T. upon – Assess, Change, Target for your new church’s growth.
Church Planting is an extremely and often lonely experience that can wear down Church Planters. The opportunity to regularly dialogue about personal and strategic issues provides encouragement, accountability, and expertise. Thus, this important and purposeful relationship is offered to guard the spiritual health of the planter and his new church.

- Refer to the “Guidelines for Mentoring” – on page 58.

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
HOW WOULD THE CHURCH PLANTER FINANCE THE NEW CHURCH START?

Any church planting work is going to require financing. Even if you plant a church in a home needs money to purchase new bibles. Definitely, there are some finances involved. That is why it is necessary to understand the process for looking for resources. Funding is important and there is more available these days. But funding is no guarantee of success. If you are at the place where you are ready to plant a church, funding is important. Where does it come from? How does it work?

TYPICAL START UP COSTS
- **FACILITY RENTAL**: either weekly or lease
- **OUTREACH, WORSHIP, PRAYER**: flyers, stamps, paper supplies, pencils, bibles
- **SOUNDS AND COMPUTER**: purchase or lease
- **TEACHING MATERIALS**: bible study, Sunday school
- **SALARIES**: full-time, part-time, or nothing

HOW MUCH DO YOU NEED?
Luke 14:28 says, “Suppose one of you wants to build a tower, will he not first sit down and estimate the cost to see if he has enough money to complete it?” The Church Planter needs to have a clear estimation of what to anticipate needing for the new work. He needs to realize what lies ahead in order to determine a set amount.

POSSIBLE FINANCIAL SUPPORTERS FOR THE NEW CHURCH START
- **DENOMINATIONAL SUPPORT**: Our denomination is involved in church planting to one degree or another. The Classis GLA through the Church Empowering and Networking Team, in partnership with the CRC Home Missions, awards grants to assist churches in new church planting efforts.  
  » You may refer to page 3 for details about application to Church Planting Grant.
- **MOTHER CHURCH SUPPORT**: This is where one church supports the church planter.
- **CO-BRIDGE CHURCH SUPPORT**: Where a cluster of 2-3 churches help out in the Church Plant
- **BI-VOCATIONAL**: There may be times when there’s a lack of funding and the Church Planter must work a secular job to supply part of his income. The upside of this one is that, it provides credibility when the planter is out working in what some call “the real world.”
- **TEAM APPROACH SUPPORT**: This is the multiple sources including: churches, individuals, denominations, etc. may join together to fund the work.
- **INTERESTED DONORS**: Donors are people who may love and care about the Church Planter. Others have caught the vision for the work and want to assist in the process.
HOW TO RAISE FINANCIAL SUPPORT?
The Church Planter needs to become a support-raiser, seeking financial sources for support of the new church outside direct denomination/classical lines. However, support raising worries and frightens many workers. Every Church Planter is now encouraged to have an openness to support raising, and developing a clear written vision paper will help tremendously. A key to this is to “DEVELOP A CHURCH PLANTING PROPOSAL,” presented in a nice presentation folder with a professional look about it.

►STEP ONE: DEVELOP A CHURCH PLANTING PROPOSAL

THE PROPOSAL CONTENTS:

#1: WHY START A NEW CHURCH?

A] EXPRESS CLEAR CALLING: Planter should clearly state: “I feel called of the Lord to plant a Church in ...”

B] WRITE AN EXCITING VISION: This can be a challenge for a Church Planter because his vision for a need. Stating the need is a critical part of the proposal, but there must be a clearly defined strategy along with a projected result. [“89% of Perris, CA is lost and unchurched. We want to plant a church that will reach this segment of Perris which will grow to this point, and ultimately begin a multiplication of new churches that will have a greater impact on the city.”]

C] NAME GOOD REASONS FOR CHURCH PLANTING: What is the assertion of church planting? First and foremost, there is the calling of Christ found within the Great Commission of Christ. Second, Church Planting really works. Peter Wagner states, “Church Planting is the single most effective evangelistic methodology under heaven.” Third, new churches reach more people. The bottom line in the proposal is that people need Christ and new churches are more likely to be successful in reaching more new people to Christ.

D] DEMONSTRATE AN UNDERSTANDING OF THE NEED FOR NEW CHURCH: Take a look at the target city and clearly present compelling reasons for a new church.

#2: WHO IS THE MINISTRY FOCUS GROUP?

It is all about understanding how your focus group/target community thinks.

A] DESCRIBE THE MINISTRY FOCUS GROUP: their ethnicity, population ratio, education, work status

B] SHOW REALIZATION OF THE COMMUNITY’S NEEDS: what these people are like: their likes, dislikes, political make-up, their social make-up, their values, their spiritual make-up, etc.

C] TAKE ACCOUNT OF THE DEMOGRAPHICS: use survey and professional census information

D] IDENTIFY THE PROPOSED LOCATION: specify location of the target Community
#3: WHAT KIND OF CHURCH?
Clearly state the new church’s Core Values. They could be: a casual church, or deep love for seniors, praying church. State them clearly and straightly.

#4: STATE AND EXPAND THE MISSION STATEMENT
This is a clear articulation of the ministry plan for the new church.

#5: DESCRIBE THE CHURCH’S MINISTRY STYLE
If the Planter plans to plant a servant evangelism based church, make it clear. “Servant evangelism will be our primary method of outreach to the community,” and people who are excited about that will embrace what you are doing.

#6: DEFINE A MINISTRY MODEL
“We will be a multiplying church that meet in homes. We will be a program church using the tools offered by our denomination.” Define it and make sure to include a ministry flowchart.

#7: INCLUDE A MINISTRY FLOWCHART
Show the issues and illustrate where God is leading you to plant and develop the new church.

#8: WITH WHOM THIS NEW CHURCH BE PLANTED?
A] Describe the launch team
B] Include a profile of any confirmed ministry partners
C] Define the specific roles to fill
D] Identify team members needed

#9: HOW AND WHEN WILL THIS NEW CHURCH BE PLANTED?
A] Outline a comprehensive strategic plan
B] Include detailed timeline for the first 18-36 months
C] Include detailed explanation of how the core group will be gathered

►STEP 2: UNDERSTAND THE SOURCES OF FUNDS
#1: PARTNERSHIP FUNDING
Refer back to page 6: [Possible financial supporters for the new church start] This is dependent upon relationships through cooperative agreements.

#2: DEPUTATION
This is the way where the Church Planting Team shares the vision of the new church with churches and individual Christians for possible supporters.

►STEP 3: REALIZE THE 7-STAGE PLAN TO RAISE SUPPORT
#1. Identify your potential givers
#2: Make personal contact
#3: Share the vision (through your formal proposal presentation)
#4: Ask for financial support
#5: Thank the potential giver
#6: Immediate follow-up is crucially necessary
#7: Maintain regular contact with your givers
STEP 4: UNDERSTAND POTENTIAL TARGETS FOR DEPUTATION

#1: CRC CHURCHES: It is going around and talking to churches as personal relationships make it possible. Sometimes it is a challenge because we don't want to impose on their good graces. But this is an opportunity for the churches to receive blessings as they get involved in the new church plant work.

#2: FOUNDATIONS: There are many foundations that support church planting works. One of them is the “Mustard Seed Foundation.”

#3: BUSINESSES: Some business have Christian employers that may be open for Christian work ministries.

STEP 5: UNDERSTAND DEPUTATION PRINCIPLES

#1: Deputation is common. Ask for a set period of time to do deputation (perhaps, 1 or 2 years).

#2: Report regularly. Accountability is important. If people are giving, they deserve a report on how things are going. Avoid using the report as a fund raising letter. Just tell them what God is doing.

STEP 6: UNDERSTAND THE GIVING PRINCIPLES

#1: Supporters don’t like to pay bills. They will contribute towards facilities, or praise band needs, but not to pay salaries, Planter’s light bills or apartment rent.

#2: Supporters don’t respond to shame and negativism. They will not give to ministries that use this tactic.

#3: Supporters don’t respond well to “needs” when the need motivates negatively. If churches are having problems even obtaining the simple basic necessities, people are reluctant to give more. They don’t see God’s blessing on the work.

#4: They respond to Visions. Most likely, supporters give willingly and faithfully to dynamic visions that meet needs. They want to see that your intentions and efforts are moving into a definite impact on a certain community for the enlargement of the Kingdom.

#5: They respond to Big Visions. Usually, the bigger the vision, the greater the investment. Planters need to learn how to think big and cast big visions because this proves how big is our God who accomplishes big things for His glory. Spurgeon said, “We accomplish little because we have no idea of doing much.”

STEP 7: REALIZE THE LANDMINES INVOLVED IN SUPPORT RAISING

#1: Danger of Pride: Workers are usually independent. We feel satisfied in thinking that we don’t need anyone else, and that we can take care of ourselves. This thinking may prove a sense of non-dependence upon the Lord. Pride is Sin! When you invite people to give, it is an opportunity for them to be blessed by God. When you invite to share to the work, you are helping them to take part in God’s Great Commission.
#2: Danger of Fear

Some workers are not actually proud, but they are afraid to ask for support because they do not like the feeling of being turned down. To them, this may be a personal rejection, painful blow to self-esteem. But our self-worth has been established by the grace of God. We must not be reluctant to ask God’s people for money to support ... NOT US ... BUT GOD’S WORK.

STEP 8: UNDERSTAND THE PRIMARY ROLE OF THE NEW CHURCH BEING PLANTED

The new church being planted should quickly become the primary means of support of the church. This is obvious and essential. Tithing should be taught as part of discipleship growth ministry. It is part of the Pastor’s duty to teach the whole counsel of God, including the priorities on tithing as a part of Christian life.

» THE FACT: It is important that the new church learns to assume responsibility for financing the new work of the Lord’s Church.

PRINCIPLES OF HANDLING ALL CONTRIBUTIONS

Principle #1: There must be no financial accounts without safeguards. The safeguard agents are the following: 1. Treasurer, 2. Financial Secretary, 3. the Counters. These positions should never be filled by the Church Planter himself, his wife, his children. There are 2 main issues that the world will use to accuse Pastors: the financial, and moral issues.

Principle #2: Never sign a check. The Church Planter is responsible for the development of the new church and the implementation of the budget; but it is wise not to have your name on the finances, rather, have someone else’s name on it who is accountable to you.

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
WHAT ARE SOME OF THE ISSUES THAT A NEW CHURCH NEEDS TO DEAL WITH? [ADMINISTRATIVE, FINANCIAL, LEGAL]

LEGAL DISCLAIMER: This resource is created to provide help in raising issues that need to be considered by the new church. It is not designed to take the place of a legal counsel or representation offered by professionals and specialists in specific and appropriate fields. If legal advice or other professional service is needed, the service of a competent professional should be sought.

ADMINISTRATIVE ISSUES:

● Insurance Issues
  a. LIABILITY INSURANCE: Can the new church operate under the partner entity’s coverage (mother church) with a special rider, or does it need its own policy for its location and its pastor? This issue needs to be explored and verified in writing. Do not take anyone’s “think so” or verbal verification. If a church is using rental property (like school, community center, restaurant, school), an insurance binder often will be required as a condition of the rental agreement. It is also advisable to have this when meeting in a private home to relieve the homeowner’s liability. You may also be needing this when the new church sponsors church camping or retreats.
  b. MALPRACTICE INSURANCE: It is common today for churches to carry malpractice insurance on pastors and other staff members.
  c. SCREENING CHURCH WORKERS: Other area of liability is in Childcare in the church’s education and worship programs. A new church needs a responsible screening process, working with preschoolers, children, youth and developmentally disabled adults. Background check of all children and youth workers may also be necessarily important.

● Postal Issues, Post Office Box
If the new church office is in the Church Planter’s home, it might be wise to have a post office box. It is safe and a convenient way to receive mails related to your new church. How to apply for a PO Box?
  1. Go to a nearby community Post Office where your new church is located.
  2. Select a PO Box size that you may be right for your mail volume and schedule. Boxes are available in 5 sizes, however, not all Post Office locations have every size.
  3. Ways to apply: There are 2 ways to apply:
     a. Apply online: complete the online application at www.usps.com/poboxes and make your first payment with a credit card or debit card.
     b. Apply at a Post Office location: Fill up Form 1093 and submit it. Once they verify your information and receive your payment, they will provide your PO Box address and begin the service.
4. ID Required: Whether you apply online or at a Post Office location, 2 valid forms of ID are required when you get your keys at the post office where your box is located.
   
a. Photo ID options: valid driver’s license, or state non-driver’s ID card, armed forces, government, university or recognized corporate ID card, passport, alien registration card or certificate of naturalization
b. Non-Photo ID options: current lease, mortgage, deed of trust, voter or vehicle registration card, home or vehicle insurance policy
c. Note: SS cards, credit cards, and birth certificate are not acceptable forms of ID

- **Postal Issue, Standard Mail** (formerly called Bulk Rate mailings)
  Many new churches may plan numerous mass mailings. Generally, if the new church plans to mail more than 200 pieces more than 4 times in a year, it can save money using Standard Mail. Non-Profit standard mailing is often 2/3 to cost of standard mailing, and 1/3 to ½ the cost of First Class mailing. To obtain permission to mail non-profit rates, the new church must file FORM 3624 and provide needed documentation, as follows:
   
a. 501(c)(3) blanket exemption letter: call CRHM for a copy of letter.
b. Possibly a state incorporation certificate
c. An EIN (Employer Identification Number) in the new church’s name
d. Worker’s compensation Insurance: it would be essential to cover the Pastor, all staff and employees of the new church under worker’s compensation insurance.

- **Copyright Licensing**
  The new church needs to deal responsibly with copyright issues. One of the major areas of violation in many churches is in the areas of copied and projected worship music and songs, as well as Christian movies for public viewing.

- **Contracts**
  The new church may have to deal with a variety of legal contracts – everything from purchasing equipment to leasing space and contracting certain services. Caution to consider: Make sure who has authority to sign contracts. Read all contracts carefully, and get explanations and/or written clarification on unclear elements of contracts.

- **Employment Eligibility Forms**
  Complete and retain an I-9 (Employment Eligibility Verification) form for all staff and employed people of the new church.

**FINANCIAL ISSUES:**

- **General matters** : Since new churches are grant funded by the Home Mission, the partner entity is usually the Mother Church, and she receives the grant support quarterly. Whether handled by the Mother church or Partner church, it is wise for the new church to have a checking account in its own name. Funds from worship offerings and grant received should not be handled through the Church Planter’s personal checking account. Prior to opening a checking account, the new church needs an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) - Form SS-4.
• **Checking Account**: As soon as competent, during the core group gathering phase of a church plant, 2 reliable people must be recruited to handle the church finances – to serve as treasurer and cosigner on the new church's checks. Some guidelines for handling church finances need to be developed early in the church's life to protect those involved in handling funds from temptation and to maintain integrity.

• **Ministry Budget**: Even a new church needs a ministry budget. The budget needs to reflect its vision and mission statement. It is advisable that the new church look at the following percentages as a rule of thumb in budgeting:
  - Personnel Expenses: 40%
  - Classis Ministry Share: 10%
  - Building (rental): 30%
  - Ministry expenses: 20% = 100%

**FEDERAL ISSUES:**

• **Tax-Exempt Status**
  All new church of CRC (receiving grant funding) have a 501(c)(3) exemption from the IRS and a blanket letter covering all affiliated CRC churches, and there is no need to apply for a separate exemption. The denomination received a “Group Determination Letter” stating that it and its local churches are exempt from Federal Income Tax under IRS code 501 (c)(3).
  » Your new church may request a copy of the “Group Determination Letter” from the office of the CRHM Director of Finance and Administrative Services.

• **Employee Records**
  The new church needs to have each employee complete a W-4 Form and maintain these in a file. The church must provide W-2 forms for all staff and employees and 1099 forms for all contract workers receiving $600 or more in a year and file appropriate transmittal forms with the IRS. For non-ordained employees, such secretary, the church is responsible for withholding FICA and income tax and forwarding these to the IRS on a timely basis. If the withholding tax is less than $500.00 per quarter, it can be filed with a check and form 941 quarterly. If the amount is larger than $500 per quarter, other rules apply. Check with the IRS or local authorities for current guidelines, requirements, and amounts.

• **Contribution Records (for tithes and offerings)**
  The church needs to provide contributors of $250 or more a receipt. The receipt should note (in some manner) that no goods or services were provided to the contributor in connection with the contributions or that their value consisted entirely of an intangible religious nature. These are additional regulations affecting contributions.

• **Incorporation**
  It is a legal action to incorporate the new church. Its timing varies. The most important legal issue in deciding to incorporate is that of liability. Two important additional reasons for incorporating:
  1. For greater ease in doing business (like signing leases, establishing credit, opening bank account, owning property), and,
  2. For greater ease in meeting requirements for tax-exempt status.

* Taken from the Church Planting files written by E. Tandayu, the New Church Developer ♦19. 
HOW TO PROVIDE A WORSHIP AND FELLOWSHIP FACILITY FOR THE NEW CHURCH?

A facility can be a blessing or a hindrance. Use caution when considering one.

SOME FACILITY CONSIDERATIONS:

- **Small Launch Possibilities** are situations that don’t require much in the way of a facility. Many a church plant has started in the home of a church planter or in a home of someone, in the target community, who loves the Lord. Living rooms often serve as the first gathering place for the small nucleus that will eventually become a church plant. Let the church begin to grow in whatever God provides, and then grow to the place where a larger facility is better suited and affordable.

- **Type of Facilities the new church can use:**
  - **PUBLIC SCHOOLS**: A high school seems better to rent since it has larger chairs in the auditorium. They build larger hallways and rooms. The church can just offer to pay for the Janitor and then as a church, just take special care of that individual.
  - **MOVIE THEATRES**: The seating can easily accommodate a worship service.
  - **DAY CARE CENTERS**: Some of day care centers have gymnasium. If you want to reach young adults and children, this is great option to consider.
  - **OTHER LOCATIONS**: Maybe Restaurants, Hotel Conference rooms, American Legion Hall. Basically, any place that you can set up chairs and have a place for children and young adults can become a good meeting place temporarily for the new church. Just make sure that the shoe doesn’t determine how big the foot should be.

- **Other Alternatives** can be SHARED CHURCH FACILITY. Many church planters inquire about renting space from downtown churches that have large building but not fully utilized.
  - **COMMUNITY HOUSING RECREATION CENTERS**: You may lease their recreation center for a minimal weekly rent.
  - **RENTING AN APARTMENT IN YOUR TARGET AREA**: Be sure you check first with local authorities about any existing laws regarding public assembly before you commit to such a lease.
  - **SMALLER SHOPPING MALLS**: Rent on this one may be steep, but the traffic and visibility may make up for it.
  - **YOUR CHURCH BUILDING**: This is usually referred to as a church within a church. Many affinity churches have launched this way.
  - **LOCAL STOREFRONT**: If you can discover an unoccupied storefront building, you may have found a new church home. Before you get too far into the legal agreements, be sure you are allowed to covert this type of facility into a church building in your target area. Be sure to have an attorney check lease agreements before signing.
Warehous in Industrial Parks: Even though it may be in a poor location, you can do a lot to make the inside feel attractive. Lower rent is also a strong point in this one.

**Purchasing Building:**
Obviously, if you plan on building or purchasing a building, you are first going to think of 4 things:

1. **Organizations that Loan Money:** When your new church reached the point of being an organized CRC, you may contact the CRC Loan Fund regarding Mortgage loans at (616)224-0829.

   » The CRC Loan Fund makes mortgage loans to organized CRC churches for the purchase, construction, or improvement of church buildings and/or parsonages as well as for the purchase of land. Their loan fund offers both variable and fixed rate loans. The current variable rate is 4.5%. A 1% commitment fee must be paid at the time the loan is approved but is refundable if the loan closes within the commitment period, or may be applied to the initial payment(s).

   » If the church is not considered to be high risk, money is available from foundations and banks. New church plants will not have the financial history that a bank will require before they loan money.

2. **Money in the Church Bank:** Your church should have engaged first in some sort of financial savings, in more than 60% membership financial commitment in giving tithes, and/or capital campaign fund raising to save initial funds for the purchase of the building.

3. **Location:** Your Location to purchase a building will make a difference concerning your visibility in your target community. And visibility in the community is essential.

4. **Zoning Issues:** City Zoning law is considered by some to be the next great challenge to religious freedom in the US. Take care to investigate zoning laws before making any move to purchase.

   » Point to consider: No more 1/3 of weekly receipts go to debt services, otherwise, there is the potential for the debt to become overwhelming on the church’s resources.

**Being Permanent Nomads:**
The Church Planter of the new church have to make it clear to the congregation that because of growth and other factors in the target community area, it may be that purchasing a building is not an option. One good reason is “High Cost Cities.” Renting facilities is a common solution for churches. Some churches are made up of “Convictional Nomads.” They have a real conviction that it is God’s will not to invest huge sums of money into buildings. But the challenge to being a permanent nomad church is to overcome cultural conditioning. Most people simply struggle with the idea that a church can exist without a building. And it is very difficult for them.

*Taken from the Church Planting files written by E. Tandayu, the New Church Developer*
WHAT RESIDENCY PLAN CAN A PLANTER DEVELOP, SERVING AS GUIDE FOR HIS WORK, AND A WAY TO SET GOALS, AND MONITOR MINISTRY AND LIFE PROGRESS?

A Planter is expected to develop a plan in cooperation with their mentor, classis and resources. The following is just a sample/template plan which you may borrow from to develop your individualized plan. You may address the following categories when writing the plan:

- Introduction
- Spiritual Formation
- Growth Orientation
- Leadership Skills
- Pastoral/Teaching Skills
- Community Penetration
- Administrative Skills
- Interpersonal Skills
- Personal Adjustment
- Cultivating Partnership

INTRODUCTION

This plan is intended to serve as a guide for my work and as a way for me to set goals and monitor my own progress. It will also be used in conjunction with my partners (Classis, Parent Church, Christian Reformed Home Missions (CRHM), etc.) so that they may effectively facilitate and evaluate my work and progress.

Although my situation is somewhat unique, perhaps all situations are, I recognize the CRC’s distinguished history of success in church planting and I want to draw from that to the best of my ability. With this in mind I will set expectations/goals for myself in nine different categories. The first eight areas are the typical categories found in all residency plans (Spiritual formation, Growth orientation, Leadership skills, Pastoral/Teaching Skills, Community Penetration, Administrative skills, Interpersonal skills, and Personal Adjustment) and the final category (Cultivating partnership) has been added in order to draw together the resources around me, especially the resources of my Classis.

The residency is expected to begin in December and run through November of the following year. The quarters will be divided into equal three month parts with the first quarter running from December thru February, the second quarter from March thru May, the third quarter from June to August and the fourth from September thru November. There will be an evaluation of the residency and my progress at the end of the second quarter (sometime around the end of May but no later than the second week of June).

Following this six month evaluation, my focus will shift from developing the vision, leadership, etc. to making these things a reality. And by the end of this residency the new church plant will be at or very near a launch.

SPIRITUAL FORMATION

Clearly, the continuing spiritual formation of any Christian is a vital part of growing in ministry, and it will be a vital part for me. In an effort to continue my own growth and formation I will:

Constants
- I will continue to work on my daily devotions and quiet times.
- I will pray regularly (one hour per day, one day per month, one week per year)
- I will remain a part of a small group that meets weekly. (This group is made up of my girlfriend and I, and a couple who are good friends of ours. In this group I do not have to be the leader and I am held accountable to them.)
- I will work on memorizing script
Each Quarter
• During each quarter I will read at least one book for my own spiritual edification, some of the books I have on my list I want to read include but are not necessarily limited to...
  Mere Christianity by C.S. Lewis
  Traveling Mercies by Anne Lamott
  In the Name of Jesus by Henri Nouwen
  My God and I by Lewis Smedes
  Soul Survivor by Philip Yancey
  Anything written by Fredrick Buechner

GROWTH ORIENTATION
My own growth and sense of self as a church planter and pastor will be vital to the success of a plant. With that in mind, I will seek to surround myself with people who will help and encourage me to stretch and grow in many new ways. I will establish contact and relationships with other church planters and pastors so that we may learn and grow together.

Constants
• I will maintain a friendship as well as a coaching relationship with a strong local pastor. We will meet at least monthly and he will be available to give advice, encouragement, etc. throughout the residency.
• I will report to and be responsible to the chair of the classical outreach team in my Classis. We will meet regularly to review my progress and to discuss the continuing formation of the new church.
• I will be continually developing the vision for the church within my own mind and expressing it to those around me.

Each Quarter
• I will interview three church planters each quarter with the intent to discover what they are doing and what they were doing at the point where I am. My purpose is to glean as many ideas as possible and to use the ones that fit me and the plant most appropriately.
• During each quarter I will also visit at least one church plant that I have never attended before. The visits will ideally include a Sunday service and some time with the planter. If possible I will try to schedule at least a day to be around the church and soak up whatever I can.
• At some point it will be important for me to attend Bootcamp. Sometime within this quarter may be ideal, but I will need to look into when the Bootcamps are scheduled.

LEADERSHIP SKILLS
Although I know that I have some natural leadership abilities, I recognize more and more that I need to intentionally develop my leadership as well as to become aware of the things I do that are detrimental to my leadership.

Constants
• It is my intention to work with a local pastor who will help me find books and other resources to facilitate my learning and allow me to develop my abilities.

Each Quarter
• Read 1 book with this leadership mentor and discuss.
• Identify areas for personal leadership growth and work on improving them
  1st Quarter
  • Gather a prayer support group to report to regularly (2 or 3 good intercessors)
  • Begin recruiting possible launch team members.
  2nd Quarter
  • Continue recruiting launch team members.
  • Do a spiritual gifts assessment with launch team members.
  • Identify possible leadership people (worship leader, small group leaders, and potential leadership team members).
  3rd Quarter
  • Invite people on to the leadership team (8-12 people).
  • Have at least two other small group leaders with an apprentice (and get training).
  • Identify a worship leader.
PASTORAL/TEACHING SKILLS
While working on the church plant, it is my desire to continue to develop my abilities as a preacher, teacher, and pastor. Although a part of my seminary education was focused on these areas, it is my belief that I need to continue to gain experience. With this in mind, I will pursue opportunities to preach, teach, etc. anywhere I can.

• One of the primary goals I have throughout this residency is to become a better pastor. In order to do this, I will find a mentor who will give some time to reading and discussing books with me, and who I may be able to gain some particle pastoral experience from.

1st Quarter
• The primary goals this quarter will be to set up my ordination and commissioning services
• Teach a class at another local CRC (postmodernism)

2nd Quarter
• Teach a class at another local CRC (prayer)

3rd Quarter
• Teaching and worship with launch team

4th Quarter
• Teaching and worship with launch team
• Preparation for preview services

COMMUNITY PENETRATION
The purpose of planting this church is not simply to add one more CRC congregation to the numerous churches in the area, but rather, the point is to reach out to those who do not know or understand the love and grace of our Lord and Savior Jesus Christ. Although I will seek to find launch team members who are already attending church regularly, I am also be determined to connect with people in the area who have little or no connection to any church. In order to do this I must go to them, I cannot expect them to come to me.

Constants
• I have already become keenly aware that numerous opportunities to tell about my work come up on a regular basis. I will be ready and willing to meet these opportunities when they arise so that I can connect with the people God brings into my life.
• I will establish a presence in the churches that are supporting me.

Each Quarter
• Make a list of community leaders and contact them to get input on the community as well as begin building a good name for the church in the community, at least four per quarter.

1st Quarter
• Determine the target area for the plant
• Find a few good places to hang out in the community

2nd Quarter
• Begin looking at possible office/worship space

3rd Quarter
• Start small groups (June)

4th Quarter
• Have one or two preview services*

ADMINISTRATIVE SKILLS
I am, to be blunt, not an administrative type. This area will be a challenge for me, and also an opportunity for growth.

Constants
• I will work hard to manage my time wisely.
• Write a regular newsletter (bi-monthly).
• I will regularly meet and report to my coach my progress in this area

Each Quarter
• At the beginning of each quarter I will set new goals etc. based on progress and needs

1st Quarter
• Spell out expectations for those involved in the church (launch team, prayer partners, and financial partners).
• Write a letter to friends and family, including but not exclusively for the opportunity to give.

2nd Quarter
• Schedule six month evaluation.

3rd Quarter
• Identify possible worship and office spaces
• Possibly bring on an administrative assistant

INTERPERSONAL SKILLS
My interpersonal skills will be key to the work that I do. I must develop and maintain relationships with many people both in and out of the church setting, and I will strive to do so. I will listen to the people of the community in order that a new church may respond to their needs. I will network with people who know the area and the people well. And, as the church and launch team develop I will work to resolve any conflicts that arise.

Constants
• Develop local relationships
• Observe and listen to the local community
• I will find an accountability partner (possibly another local church planter)
• I will spend time in the community, and I will intentionally make contact with new people who I meet.

PERSONAL ADJUSTMENT
Adjusting to being a pastor and a church planter has been and will continue to be both a joy, and, at times, a challenge. I will need to give myself the time and the space to get away from the stressful work of church planting. Although I consider myself to be a flexible and resilient person, I need to work on maintaining myself in and out of work.

Constants
• I will exercise regularly.
• I will maintain my other interests and relationships (i.e. sports, motorcycle, and my girlfriend).

CULTIVATING PARTNERSHIP AND PERSONAL FUNDRAISING
I am excited about the fact that this is a church plant envisioned not just by one church, but rather by an entire classis. The advantages of this seem obvious, however there are undoubtedly some drawbacks as well. The primary drawback is, as I see it, that the churches within classis do not know what their role is in the process, or even if they have a role. Without knowing and being involved in the process of the church plant, the churches of my Classis are likely to feel no ownership of, or connection to, the new church. I recognize that the other pastors, staff members, etc. within the classis have many other responsibilities and that a new plant is not at the top of their priorities. Therefore I believe it is my responsibility as the church planter to cultivate relationships with the other pastors and churches within the classis. However, I do believe that this is a ministry of the entire classis and I need their support.

Each Quarter
• Maintain contact and relationships with each congregation (newsletter etc.)
• Attend Classis Outreach Team meetings and report on progress
• I will meet monthly with my coach
• I will attend Classis meetings and report on my progress whenever called upon

1st Quarter
• Contact and establish a relationship with each pastor in the classis
• Make myself available to preach throughout the classis (and the area)
• Establish a contact person within each congregation for prayer and updates
• Request a “fishing license” from the churches in classis.
Please attach your plan as described in the following ten categories:

- Introduction
- Spiritual Formation
- Growth Orientation
- Leadership Skills
- Pastoral/Teaching Skills
- Community Penetration
- Administrative Skills
- Interpersonal Skills
- Personal Adjustment
- Cultivating Partnership and Personal Fundraising

I agree to the above and to do all I can to make a church plant in Classis _____________ a reality.

_________________________________________ __/__/____
Resident Date

We the undersigned agree to the above and to do all we can to help and support this work.

_________________________________________ __/__/____
Classis Supervisor Date

_________________________________________ __/__/____
Home Missions Regional Leader Date

Taken from B3-05 of the HM Church Planting Ministry Development Guidelines
The link to download form: www.crhm.org . click Guidelines . click B3-05
WHAT FINANCIAL ASSISTANCE CAN CRHM OFFER A CHURCH PLANTER REGARDING PARTICIPATION AT BOOTCAMP?

The policy regarding financial assistance for Bootcamp is outlined below:

WHO?
During the first 12 months on-site Christian Reformed Home Missions (CRHM) expects all Church Planter Development (CPD) funded church planters, their spouse and their coach to attend Bootcamp. Bootcamp is an intensive training seminar focused on the early development of your church plant. Because CRHM expects participation at Bootcamp soon after the church planter arrives “on-site”, the following financial assistance offer is valid for up to 18 months after arrival. After 18 months, regional/local partnership would be expected to take the place of CRHM funding. Please note: CPDLT stands for Church Planting and Development Leadership Team.

REGISTRATION PROCESS
1. Church planter, spouse and coach register for an approved church planting Bootcamp that is most cost effective (location) and fits as closely to the timing outlined above.
2. CRHM will cover 75% of the total cost of Bootcamp according to the funding parameters listed below.
3. Participants may request reimbursement from CRHM by providing the original receipt to the CPDLT Leader within six months of participation and prior to the close of that fiscal and ministry year. (Fiscal and Ministry year runs from July 1 – June 30). If requests are made less than three weeks prior to the event, or any late fees are incurred, the participant will pay any such fees incurred.

FUNDING PROCESS *
1. Church planter, spouse and coach work with their church, Classis and region to secure funding for all travel, lodging, meals and other costs.
2. Participants provide summary of funding partnerships for those costs along with receipts for any reimbursement requested from CRHM.
3. CRHM will evaluate costs based on limitations below and will reimburse participants accordingly.
4. Any submissions after the close of a fiscal year are not guaranteed for reimbursement and are subject to funding availability.

FUNDING PARAMETERS *
1. CRHM will provide 75% funding in partnership with the church, classis and region providing 25% funding. Funding will be provided for church planter, spouse and ONE coach unless otherwise approved by the CPDLT Leader in advance.
2. CRHM will partner on 75% of the registration fee; however, if participants do not attend the registered Bootcamp, the registration fee will be deducted from the next grant payment check. Coaches who are mentoring multiple church planters are
strongly encouraged to attend as a group rather than attending multiple times. CRHM will only provide funding for the coach to participate at Bootcamp with the church planter and spouse (not a specific coaching track).

3. CRHM will partner on 75% of travel costs up to a maximum of $400 per person for airfare or car rental, whichever is cheaper.

4. CRHM will partner on 75% lodging costs up to a maximum of $75 per night per couple. It is expected that shared rooms will be utilized whenever possible in the case of single attendees.

5. CRHM will partner on 75% meal and other costs up to a maximum of $25 per day per person.

6. CRHM will partner on 75% costs of required books and materials (those included in registration cost) the first time a participant attends. It is the responsibility of coaches to retain materials.

*Based on availability of funds. Conditions could change if warranted by financial circumstances.

As taken from B1-18a: Church Planting and Development - Ministry Development Guidelines. The link to download form: www.crhm.org . click Guidelines . click B1-18a
WHAT FINANCIAL ASSISTANCE CAN A NEW CHURCH PLANTER ACQUIRE REGARDING ANY MINISTRY IN-SERVICE TRAINING?

1. TRAINING DEFINED:
In-Service Training Funds are available to Church Planting & Development ministries and Campus Ministries receiving Christian Reformed Home Missions (CRHM) Partnership Funding grants that assist with personnel costs. This in-service training assistance includes ORIENTATION at CRHM during year one.

2. LOCAL ALLOWANCES:
Employing churches and ministries are encouraged to budget annually for a local contribution toward training assistance, and to provide ministry personnel up to two weeks annually for orientation or in-service training.

3. TRAINING RECIPIENTS:
Training assistance may be applied to approved training costs for the primary Church Planter and other ministry participants, as determined locally.

4. PRIOR APPROVAL:
Specific training costs for which reimbursement is requested require the prior approval of the employing body or its agent(s).

5. REQUEST PROCESS:
Reimbursement requests, using the prescribed form, are sent to the Home Missions Regional Leader, for their review and forwarding to the CRHM central office.

6. REIMBURSEMENT PROCESS:
CRHM reimburses each qualifying partner ministry up to $600 annually, with the following understandings:
   a. Reimbursement ordinarily is provided on a one-to-one matching basis (i.e., CRHM pays 50% of approved costs up to a CRHM total of $600 USD annually.
   b. Reimbursement is provided on a two-to-one ratio for new churches in communities of high need.
   c. CRHM reimbursement is made to the requesting church or ministry.
   d. Total reimbursement per ministry is computed on the basis of the actual amount(s) paid out from July 1 – June 30 annually.

7. CRHM-SPONSORED EVENTS:
The provision and use of in-service training funds (as described above) to supplement other CRHM financial assistance for conferences, retreats, Bootcamp, and other CRHM-sponsored training events are stipulated in detail for each event.

As taken from F1-06 HM Church Planting and Development Ministry Development Guidelines. The link to download form: www.crhm.org - click guidelines - click F1-06
SECTION TWO

PLANTING PARTNERSHIP

♦ 30.
WHAT POTENTIAL COMMITMENTS CAN A MOTHER CHURCH AND/OR A CO-BRIDGE CHURCH PROVIDE?

Following is a list of potential commitments that a Mother or Co-Bridge Church could make by category. As you read through these commitments, you will want to give careful consideration to each one. Pray to our Lord. Ask Him to guide your church in selecting the kinds of commitments that He would have your church to make toward a daughter church.

ONLY CHOOSE THE ONES THAT MAY BE APPLICABLE TO YOUR AVAILABLE PROVISIONS.

AS A MOTHER CHURCH/CO-BRIDGE CHURCH, WE BELIEVE THE LORD HAS LED US TO MAKE THESE COMMITMENTS: (Please check only those that may apply)

PRAYER
________ A Prayer Team will be gathered from the Mother or Co-Bridge Church for the new Church and the church planter.
________ The Council Members of the Mother Church/Co-Bridge Church will pray for the new Church and the church planter.
________ The Missions Committee and/or Mother Committee members will pray for the new Church and the church planter.

________ (this blank is provided to challenge you to think of another way in which the Mother Church can help in this prayer category)

FINANCE
________ Provide finances according to this schedule:
First 12 months ___________/month
Second 12 months ___________/month
Third 12 months ___________/month
Fourth 12 months ___________/month
Fifth 12 months ___________/month
The financial support for the church planter will begin on this date: __________

________ Provide Project support in this amount: $ __________________________
The financial support for the project will begin on this date: __________

________ Encourage the church planter to raise support from any of our church members, with a public announcement and letter of endorsement.

________ Encourage the church planter to raise support from any of our church members, but without any public announcement.

________ Encourage the church planter to raise support from only those members who are approved by the Council.

________ No finance shall be provided.
OVERSIGHT
________ Provide Mentor for the church planter
________ Provide one member of the new church Board
________ No members will be provided for the new church Board
________ No oversight will be provided

FACILITIES
________ Provide a meeting space for the launch team/new church for worship
________ Provide a meeting space for the launch team/new church midweek
________ Provide funds for a meeting space. Amount: $______________
________ Provide office space for the church planter
________ Provide funds for office space of the church planter. Amount: $___
________ No facilities can be provided

LEADERS AND WORKERS
________ Encourage the church planter to recruit leaders and workers from any of our church members, with a public announcement and letter of endorsement.
________ Encourage the church planter to recruit leaders and workers from any of our church members, but without any public announcement.
________ Encourage the church planter to recruit leaders and workers only from those members who are approved by the Council.
________ No leaders and workers will be provided.

TRAINING
________ Provide for the assessment and training fees of the church planter and spouse.
________ Send to the church planting Bootcamp or Dynamic Church Planting Essentials Training.
________ Provide a staff position at the Mother Church for the new church.
________ No training will be provided.

PROMOTION
________ Provide weekly or monthly or quarterly updates in the Mother Church’s bulletin or newsletter
________ Send periodic letter or email to the membership of the Mother Church informing them of the needs and progress of the new church.
________ Schedule church planter to preach monthly or quarterly or once in every 6 months.
   • Frequency of preaching: ______________
________ No promotion for the new church will be provided.
________ Commission the church planter and the launch team just before the new church launches.
________ No promotion will be provided.
COMMUNITY OUTREACH

Provide funds for the direct mail or other outreach expenses.
Amount: $____________

Provide workers for doing a flyer blitz of local neighborhoods.

Provide door to door callers for surveying the community.

No outreach workers and/or support shall be provided.

REPRESENTATION

Recruit a group of supporting churches for prayer, finance, and launch Team development.

Introduce the church planter to potential major donors.

No representation will be provided.

MISCELLANEOUS

YOU MAY HAVE SOME OTHER COMMITMENTS THAT MAY WANT TO MAKE TO YOUR DAUGHTER CHURCH THAT ARE NOT INCLUDED IN THIS LIST. THIS CATEGORY IS FOR YOUR OTHER COMMITMENTS.

________________________________________________________________________

We, the Leaders of the Mother Church, joyfully make the above commitments to our daughter church, and as God enables us, we will fulfill each of them.

Signed: __________________________
Title: ____________________________
Date: ____________________________

We, the leaders of the Daughter Church, understand that our Mother Church is making the above commitments to the start of our new church. We will be grateful for all that is given and work diligently to meet the rest of our needs through other avenues.

Signed: __________________________
Title: ____________________________
Date: ____________________________

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
Dear Brother/Sister in Christ:

The Council of the ___________________ in _______________________, in partnership with the Christian Reformed Board of Home Missions, and in accord with the Home Missions Order, is honored to inform you that you have been chosen to serve as a Church Planter in __________________________ for the exciting work of developing a new church. This letter officially conveys the call to you for this new ministry.

The work that is expected of you as a Church Planter includes (1) that which pertains to the work of a faithful and diligent servant of the Lord, consistent with the Word of God as interpreted by the doctrinal standards, the church order, and Synodical rulings of the Christian Reformed Church; (2) that which is stipulated in the Home Missions Order; and (3) outlined in its Ministry Development Guidelines.

Specifically you are called to be the leader in developing a new church which energetically, compassionately, and creatively reaches out to its community in the name of Jesus, and which disciples those responding so they are a caring, serving, reaching and witnessing people of God.

You will be paid according to the compensation schedule recommended by Christian Reformed Home Missions (CRHM) attached to this letter of call-confirmation.

In partnership with CRHM, it is understood that a commitment will be made to serve this church plant for a minimum of three years. Any conclusion of ministry prior to that time apart from an agreement with the funding partners will result in reimbursement of moving costs per the schedule in the Ministry Development Guidelines.

We trust that the Spirit of God will impress this call upon you and give you guidance in discerning God's direction in your life. God promises his guidance to those who seek it, and with you, we claim that promise.

From B1-13a from the HM Church Planting and Ministry Development Guidelines
The link to download form: www.crhm.org . click Guidelines . click B1-13a
Dear Brother/Sister in Christ:

The Council of the ____________________ in ____________________, ____________in partnership with the Christian Reformed Board of Home Missions, and in accord with the Home Missions Order, is honored to inform you that you have been chosen to serve as a Church Planter in for the exciting work of developing a new church. This letter officially conveys the term call to you for this new ministry. This call covers a term from ________________ to ________________.

The work that is expected of you as a Church Planter includes (1) that which pertains to the work of a faithful and diligent servant of the Lord, consistent with the Word of God as interpreted by the doctrinal standards, the church order, and Synodical rulings of the Christian Reformed Church; (2) that which is stipulated in the Home Missions Order; and (3) outlined in its Ministry Development Guidelines.

Specifically you are called to be the leader in developing a new church which energetically, compassionately, and creatively reaches out to its community in the name of Jesus, and which disciples those responding so they are a caring, serving, reaching and witnessing people of God.

You will be paid according to the compensation schedule recommended by Christian Reformed Home Missions (CRHM) attached to this letter of call-confirmation.

In partnership with CRHM, it is understood that a commitment will be made to serve this church plant for a minimum of three years or the above length of term (whichever is less). Any conclusion of ministry prior to that time apart from an agreement with the funding partners will result in reimbursement of moving costs per the schedule in the Ministry Development Guidelines.

We trust that the Spirit of God will impress this call upon you and give you guidance in discerning God's direction in your life. God promises his guidance to those who seek it, and with you, we claim that promise.

THE COUNCIL OF THE ____________________ in ____________________, ____________.

_____________________, President
_____________________, Clerk
_____________________, Counselor
_____________________, Street

_____________________________, _________________ , ________________
_____________________________, _________________ , ________________
_____________________________, _________________ , ________________
_____________________________, _________________, ________________

From B1-13b from the HM Church Planting and Ministry Development Guidelines
The link to download form: www.crhm.org . click Guidelines . click b1-13b
WHAT ROLES AND RESPONSIBILITIES ARE EXPECTED FROM THE NEW CHURCH AND ITS MINISTRY PARTNERS FOR THE INITIAL DEVELOPMENT PHASE?

A. THE NEW CHURCH exercises primary responsibility for its own spiritual vitality, self-expression, self-governance, self-support, self-reproduction and ministry effectiveness. It does so in keeping with its approved vision and strategy, as developed in consultation with its ministry partners.

1. Fosters and maintains prayer-support relationships with the Parent (and other supporting churches), the CHMC, CRHM and other interested supporters (also see B.1 and C.2).
2. Names a regionally approved coach for the Church Planter.
3. Identifies and recruits a treasurer to learn from and assist the treasurer of the Parent.
4. Submits annual ministry and financial plans as required in Home Missions' Guidelines.
5. Ministers in keeping with its own vision and plans, and within the framework of Home Missions' Guidelines.
6. Exercises primary responsibility for the financial support of the Church Planter.
   
   Note: In the event of exceptional financial needs that clearly exceed the capacity of the new ministry, requests for assistance ordinarily are addressed first to the primary funding partner and second to other ministry partners (also see sections B.5, C.5 and D.6 of this agreement).

7. Emerging Status: The church leaders support and assist the Church Planter "as the duly appointed office-bearer of the (calling) church he represents" (Acts of Synod, 1959, pp. 77,207) in making appropriate provision for the preparation, reception and pastoral care of new members.
8. Organized Status: The church establishes a church council which (a) assumes the responsibilities of the calling church toward the Church Planter, and (b) with the Church Planter increasingly accepts and exercises spiritual leadership, administrative responsibility, and full stewardship of the new ministry.

B. THE PARENTING BODY, (individual church or cluster of churches) establishes a liaison committee that maintains a positive, accountable and mutually supportive relationship with the Church Planter and new church in ways that contribute to the new church's spiritual vitality, self-expression, self-governance, self-support, self-reproduction, and ministry effectiveness.
1. Intercession for the new ministry and Church Planter, which can include a prayer coordinator and prayer cell support (also see A,1 and C).
2. Assists in the proposal and application process for the new ministry as requested and mutually agreed.
3. Facilitates the calling and ordination or installation of the Church Planter, and exercises primary responsibility for the doctrine and life of the Church Planter, in consultation with CRHM and the CHMC as indicated.
4. Administers financial assistance from Home Missions and other ministry partners on behalf of the new church and serves as the employer by administering the employment compensation and reimbursable expenses for the positions funded, commensurate with amounts budgeted and actually received (see notes below).
5. Contributes financially to the support of the new ministry in consultation with CRHM and the CHMC.

Notes:

a. The primary financial responsibilities of the Parent are limited to those agreed upon as outlined above (also compare sections A,6 and C,5 and D,6 of this agreement).

b. The treasurer of the parent church is to train and support the 'apprentice' treasurer of the new church for an orderly transition as soon as possible.

C. THE CLASSICAL HOME MISSIONS COMMITTEE (CHMC) develops and maintains a positive, accountable, and mutually supportive relationship between the Church Planter, the new church and the classis in keeping with the specific vision, plans and strategies of the new church ministry, in ways that contribute to its spiritual vitality, self-expression, self-governance, self-support, self-reproduction, and ministry effectiveness.

1. Promotes prayer support for the new ministry.
2. Facilitates the new church proposal as needed and feasible.
3. Advises regarding compensation of the Church Planter in relation to the Christian Reformed Church compensation guidelines, the responsibilities and needs of the Church Planter, available resources, and other contextual considerations.
4. Contributes financially to the support of the new ministry as described below:
   Notes:
   a. The financial responsibilities of the classis toward the new ministry are described immediately above (also compare A,5, B,5 and D,6 of this agreement).
   b. In the event of serious financial shortfalls that were not anticipated, the churches of classis are governed by the law of Christ (Matthew 10:10, 2 Corinthians 8:14, and Galatians 6:2) and the nature of their commitment to the new church.
5. Assists and advises the church, in keeping with the visions and plans of the new church, and in consultation with the Parent and CRHM as indicated.
D. CHRISTIAN REFORMED HOME MISSIONS (CRHM) provides directed guidance to the Church Planter and leaders in the conception, prenatal and birth stages—and continuing evaluation, consultation and guidance in the early development and maturing stages, in keeping with Home Missions guidelines for Church Planting and Development and in relation to the specific vision, plans and strategies of the new ministry.

1. Participates in the proposal process for the new ministry, especially by way of the HMRL as indicated and feasible.
2. Participates and concurs in the recruiting and selecting of the Church Planter, especially by way of the HMRL as indicated and feasible.
3. Contributes to the orientation and training of Church Planters in keeping with CRHM policy and as agreed upon with the new church and its partners.
4. Provides guidance and consultation to the Church Planter and leaders and ministry partners, especially by way of the HMRL, and as indicated and feasible.
5. Receives annual, quarterly and other required reports and materials and may, from time to time, request ministry reviews.
6. Provides financial assistance for the new church as approved by the CRHM Board or Executive Committee, pending available funds and as otherwise governed by CRHM policy.

Upon completion of these agreements by the new church and its ministry partners, signed copies are forwarded to the HMRL for distribution and guidance as indicated.

* Taken from B1-05 of the HM Church Planting and Development Ministry Guidelines. Form can be downloaded from www.crhm.org .... click guidelines ... click B1-05
HOW CAN WE HELP AVOID MISUNDERSTANDING BETWEEN MOTHER AND DAUGHTER CHURCH?

Recognizing that there is a potential for misunderstanding between mother and daughter church, and that Satan would love to disrupt our fellowship, we make the following commitments:

1. We will not speak criticism or participate in criticism of either of our churches or of their leadership.

2. When we have issues that need to be resolved or clarified, we will speak the truth in love to each other in an effort to solve them.

3. We will consider our churches part of a family and rejoice with those who rejoice and weep with those who weep.

4. We will schedule opportunities to fellowship together as individuals and as churches on the following schedule _________________________________

Covenant together on __________________________________________

Signed by: _______________________________________

Mother Church Pastor

Signed by: _______________________________________

Daughter Church Pastor

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
WHAT IS THE NEW CHURCH’S EXPRESSION OF PARTNERSHIP WITH THE DENOMINATION?

The Christian Reformed Home Missions Church Planting and Development leadership team has made the following observation:

“Based upon our experience in CRHM and our conversations with Church Planting Network leaders worldwide, we observe that THE RESOURCES ARE IN THE HARVEST. Churches get planted, generate internal resources that sustain them, and if there are healthy networks (denominational entities), these new churches also give back to the network that funded them, whether it is a denomination or mission agency. This practice has been shown to be tried and true, literally since the time of the Apostles. At the same time, we recognize the reality of high need/low resource communities where churches experience a slower process to develop a resource base that is smaller than in other churches. If we can increase overall ministry share participation enough, we compensate for the exceptions and catalyze a broader, nimbler, and more aggressive and innovative church planting movement within the CRCNA.”

C1-02 Guidelines for Classical Home Missions Committees
C. CHMC DUTIES
6. Make recommendations to classis annually regarding its budget for outreach ministries, including ministry shares and above-ministry share giving, and to encourage and promote financial support by the churches.

D1-10 Financial Stewardship for Church Planting and Development Ministry
A. FINANCIAL STEWARDSHIP ASSUMPTIONS
4. All ministries are to contribute to denominational ministries as an expression of partnership with the denomination.

B. FINANCIAL STEWARDSHIP RESPONSIBILITIES
4. Emerging churches receiving CRHM funding, as an initial expression of denominational partnership, are to budget and contribute a tithe of their tithes and offerings (i.e. 10% of general fund offerings) to denominational ministry share causes, this contribution to be distributed proportionate to the total amounts established by synod.

Notes:
a. This "tithe" concept is based on local tithes and offerings for the general fund only (i.e. 10% of general fund offerings), and not on offerings for special causes or grants from CRHM and classes, contributions from supporting churches and the like.
b. It is assumed that this "tithe" contribution will be supplemented by additional offerings of God's people, similar to "above-ministry-share" offerings for approved denominational causes.
5. Emerging churches receiving CRHM funding are to contribute to classical ministry shares at levels recommended by the respective classes.
6. Upon becoming organized and entering full denominational partnership, churches receiving CRHM funding are to contribute to classical ministry shares as requested by their respective classes, and transition to denominational ministry share contributions as established by synod annually.

7. Any church receiving CRHM funding that fails to contribute to denominational ministry share in keeping with budgeted levels as mutually agreed upon with the Classical Home Missions Committee and/or CRHM may become ineligible for continued CRHM funding.

8. All churches still receiving CRHM funding are to give priority to special contributions for denominational ministries before contributing to non-CRC organizations or other non-CRC sponsored ministries approved by synod (synod 1987).

E1-01 The Organization of Emerging Churches

C. CRITERIA FOR ORGANIZATION:

3. Financial stewardship: The congregation exercises financial stewardship for the continuing development and effectiveness of its ministry and, prior to organization, provides the classis with financial information that reflects its capacity and commitment toward financial self-support, including personnel expenses and denominational ministry shares.

F1-01 New Work Partnership Funding Request Form Page 2

#5. Does the budget include full classical and denominational ministry shares? (cf. Financial Stewardship) Yes _____ No _____

Taken from E1-04 of HM Church Planting and Development Ministry Guidelines Form can be downloaded from www.crhm.org .... click guidelines ... click E1-04
WHAT IS THE REQUIRED MANNER A CHURCH PLANTER NEEDS TO DO TO REPORT MINISTRY PROGRESS, PLANS AND BUDGET TO HOME MISSIONS?

Two Forms to use to submit progress ministry reports to Home Mission
- F1-14 CPD Ministry Year: Review and Plans
- F1-15 CPD Ministry Budgeting: Build, Plan Review

FORM 1 ....

Christian Reformed Home Missions Church Planting & Development
Ministry Year 20___ Review & Plans
- F1-14 CPD

The Who, What, Why, and How

Who needs to complete CPD Annual Ministry Reviews & Plans?
All CPDs currently funded through Home Missions.

Why do we need to complete such a long and formal document?
The CPD Annual Ministry Review & Plans document has been developed to assist church planting ministries as they prayerfully discern and evaluate the work and life of their ministry. We are seeking to create a Culture of Mission-Shaped Ministry.

How long does it take to complete the Annual Ministry Review & Plans? That depends a lot on you!
Believe it or not, this review is designed to benefit you and your ministry. Anyone can rush through an annual review to “get it over with”. That approach rarely benefits anyone. If possible, take the time to review and complete this document with a few key leaders in your ministry. We’re not looking for right or wrong answers, but accurate reflections and projections. We look forward to celebrating with you, praying for you, and continuing to learn how we can better resource and partner with our funded ministries.

What happens if we do not complete our Annual Ministry Review and Plans?
Home Missions partnership funding for the upcoming ministry year is dependent on completion and timely submission of your plans. No review and plans, no funding.

Checklist of Key Steps, Signatures Required, and Submission Deadlines
*Where “Church Planter” is stated below, please read as church planter (and co-church planter, if applicable).

1. Regional Office emails CPD Annual Ministry Review & Plans to their currently funded CPDs
2. Church Planter completes Ministry Review & Plans (don’t forget the requested docs on page six)
3. Church Planter digitally signs and dates their completed Ministry Review & Plans and attaches the following docs:
   - We have attached a copy of our current ministry year’s budget
   - We have attached a copy of our ministry’s year-to-date financials
   - We have attached a copy of our latest news/prayer letter
4. Church Planter emails completed Ministry Review & Plans to their Cluster Leader (due to Cluster Leader by May 15)
5. Cluster Leader reviews, digitally signs, and emails completed Ministry Review & Plans to Regional Office (due to Regional Office by May 31)
6. Regional Leader reviews and digitally signs Annual Ministry Review & Plans
7. Regional Leader emails completed Ministry Review & Plans to Ethnic Leader, if applicable. If not applicable, proceed to step nine.
8. Ethnic Leader reviews and digitally signs Ministry Review & Plans and returns documents to Regional Office (due to Regional Office by May 31)
9. Regional Leader forwards Ministry Review & Plans with all necessary docs and signatures to Delaine Meyer (dmeyer@crcna.org) in the Bi-National Office (due by June 10)
This document serves as a resource as you build, plan, and review your ministry budget each year. We recognize churches are planted around various models. We are not so concerned that your ministry budget aligns with each item listed below, but that you are discerning and realistically planning for your ministry’s financial needs (there are always hidden financial costs of doing ministry).

A. Ministry Year
CRHM runs on a ministry/fiscal year from July 1 to June 30. We do not assume that your ministry’s fiscal (budgeting) year aligns perfectly with the CRHM timeline. As you plan and review, keep in mind that if your ministry budget year is different than CRHM’s, you will most likely have two different grant amounts from CRHM at various times in the year. Plan and calculate accordingly.

B. Resources/Receipt Categories for Ministry
1. Local Offerings: Funds anticipated from within the church
   a. General Fund
   b. Benevolence
   c. Building fund
   d. Special
2. Other Income: Funds received through space rental, interest, equipment sale, fund drives, friends and ministry partners, etc.
3. Personal Fundraising: Funds received from church planter’s personal fund-raising efforts
4. Bi-Vocation Income: Funds received from church planters’ other vocation
5. Parent Organization Income: Funds anticipated from the parent church by way of budgeted assistance or other projected financial contributions
6. Classis Contribution: Funds committed to the new church by way of classical ministry shares or other financial commitments
7. Christian Reformed Home Missions (CRHM) Partnership Funding: The total CRHM funds approved or projected toward personnel compensation, start-up costs and related expenses (see note above about ministry year alignment)
8. Other Funding Sources: Funds received from other CRHM grants, Sustaining Congregational Excellence grants, other agency grants, foundation grants, or funding from any another source

C. Disbursement Categories for Ministry
1. All Staff-Related Costs
   a. Salary: Per CRHM guidelines or other approved arrangements
b. Housing Costs/Allowance: Actual rent, mortgage payments or housing allowance, and approved expenses for utilities, maintenance and insurance

c. Pension/Retirement: Social Security or Canadian Pension Plan, Minister’s Pension, or Un-ordained Pension Fund (if applicable)

d. Insurance: Health, dental and life insurance, Canadian Unemployment Insurance or Workman’s Compensation

e. Continuing Education: Including projected CRHM assistance

f. Auto: Mileage based on rate per mile or kilometer as established annually by CRCNA (55.5 cents US; 53 cents CDN for first 5000 km; 47 cents over 5000 KM as of 04/01/2012), and ministry vehicle expenses

g. Telephone: Cellular phone, land line service

h. All Other Compensation: All personnel-related expenses other than expenses included in C1a – C1g above. (i.e. administrative and program staff, seminary interns, long-term volunteers, etc.)

2. All Operational/Program Costs

a. Administration: Advertising, business telephone (in addition to C1g above), clerical services, office supplies, printing, mailing and miscellaneous

b. Train/Disciple: Materials, supplies, training, and other program costs related to Sunday School, youth and adult training, Vacation Bible School, conferences, discipling costs, etc.

c. Witness/Outreach: Materials, supplies, training, other costs and assistance (including benevolence) related to witness and outreach activities and programs

d. Worship/Prayer: Bibles, hymnals, bulletins and printing, music, guest worship leaders, other worship materials and supplies

e. Welcome/Enfold: Materials, supplies, training and other program costs related to hospitality, fellowship events, new members, and related activities

f. Community Development: Such as, but not limited to, neighborhood block parties, dinner theater, productions, family fun nights, Dave Ramsey financial planning course for community, outreach events, etc.

g. Classis/Synod Ministry Shares: Contributions to classical and denominational ministries, computed on the basis of one-tenth of general fund offerings (see B1a above) or amounts per “contributing member” as established by classis and synod.
To Calculate Amounts Per “Contributing Member”

*Professing Members:* All professing members age 18 and older as defined by synod for computing the number of ministry shares per congregation

*Average Weekly Contribution per Professing Member over 18:* Total local offerings (see B1a – B1d above) divided by the total number of professing members over 18, divided by 52 weeks. (i.e. $52,000 in annual local offerings, divided by 40 professing members over 18, divided by 52 = $25 per professing member over 18 or $1,000 annually for your church)

h. Other: Unclassified or unanticipated expenses

3. **Facilities and Grounds** All expenses (C3a – C3e below) relating to site, facilities, major equipment and furnishings.
   a. Utilities
   b. Rent, Maintenance, Insurance
   c. Capital Expenditures
   d. Interest Expense
   e. Debt retirement

To download Forms and Worksheet:
www.crhm.org .. click guidelines .. click F1-14 CPD and F1-15 CPD
GUIDELINES IN ORGANIZING EMERGING CHURCHES

►► WHAT ARE THE STEPS TO CONSIDER IN ORGANIZING AN EMERGING/NEW CHURCH?

In Reformed polity a congregation is considered organized when elders and deacons are ordained and a council is constituted.

A. Organization Defined

The Bible describes the church as the body of Christ. This mysterious reality describes the local congregation, denominations of churches, and the entire church of God from all ages and nations. God has entrusted his church with the great commission (Matthew 18:18-20), as expressed in the ministry of the Word and sacraments and loving service in Christ’s name.

In Reformed polity a congregation is considered organized when elders and deacons are ordained and a council is constituted. Prior to organization, the emerging congregation functions primarily under the authority of the ordained pastor/church planter as a representative of the council of the calling church (cf. Church Order, Article 38a). After organization the congregation now carries out its ministry under the “original authority” of its own council (Church Order, Article 27b). Also, at organization the congregation is officially recognized as a member congregation of the Christian Reformed Church in North America (CRCNA).

B. Process Steps for Church Organization

Before proceeding to organization the emerging congregation obtains the approval of the classis within whose boundaries it is located (“When a council is being constituted for the first time, the approval of classis is required” Church Order, Article 38b). The following steps are involved in proceeding to organization:

1. An emerging church receiving Christian Reformed Home Missions (CRHM) funding is expected to consult with the Home Missions Regional Leader (HMRL) or designate regarding the church’s intent to petition classis for permission to organize.
2. The emerging church submits a formal petition to the classis by way of the council of the calling church. This petition is signed by all confessing members desiring their church to be organized, and is copied to the Classical Home Missions Committee and the HMRL.
3. Upon approval by the classis, the calling church or other council designated by the classis arranges for a service of organization, in consultation with the leaders of the emerging church.

4. The organization service ordinarily includes the ordaining of elders and deacons, the constituting of the first council, and the installation of the pastor/church planter.

C. Criteria for Organization
An emerging congregation is encouraged to petition its classis for permission to organize when it meets the following criteria (cf. Supplement to Church Order, Article 38.b):

1. **Duration:** Ordinarily the congregation shall have been in existence for at least three years.
   
   Note: The optimum number of confessing members at organization may vary in light of cultural and local considerations. Although synod offers no criteria for minimum size at the time of organization, see section E below.

2. **Congregational leadership:** The congregation shall include a sufficient number of members who meet the biblical requirements for church office and are committed to use their personal and spiritual gifts in providing leadership and support to the congregation and its ministry.

3. **Financial stewardship:** The congregation exercises financial stewardship for the continuing development and effectiveness of its ministry and, prior to organization, provides the classis with financial information that reflects its capacity and commitment toward financial self-support, including personnel expenses and denominational ministry shares.

4. **Continuing ministry:** The community in which the congregation is located offers the potential for continuing ministry, and the congregation gives evidence of its continuing commitment to fulfill the great commission with the resources and opportunities God gives.

D. Principles of Organizing for Ministry
1. The petitioning congregation proceeds to official organization under the general provisions of the CRC Church Order and its Supplements, and in a manner supportive of the vision, mission, and goals of the congregation.
2. Ordained office-bearers, corporately and as assigned, are responsible for the overall government of the church and other ministry tasks as assigned.
3. Ordained office-bearers are encouraged, in light of the priesthood of all believers, to delegate significant ministry tasks to the members at various levels of authority and responsibility.

E. Considerations for Disbanding or Reverting to Emerging Status
1. If a church has diminished to fewer than forty-five confessing members or shows that it lacks a sufficient number of members who can provide leadership or it can no longer meet its financial obligations or there is no prospect of continued growth,
then a classis should consider that these are sufficient indicators for it to begin discussing with such a congregation whether it is still appropriate for it to retain organized status (Acts of Synod 2005, p. 763).

2. When a council and congregation decide to disband or revert to unorganized status, the approval of classis is required. If any distribution of assets is required, the congregation and council shall consult with classis (Church Order, Article 38-d).

Note:
For more information, see Church Order and Church Order Supplements at www.crcna.org.

The link to download form: www.crhm.org . click Guidelines . click E1-01
WHAT IS THE COURSE OF ACTION FOR DETERMINING EARLY CONCLUSION OF FUNDING?

A. Foundational Principles
   1. Church Planting and Development (CPD) ministries generally are most effective when they become self-governing, self-supporting and self-reproducing as soon as possible.
   2. Responsible stewardship of denominational funds requires that financial assistance may be concluded under defined circumstances with local entities (parent church, classis and Home Missions regional leader).
   3. Bi-vocational or part-time ministry leadership may be an effective and appropriate means by which a congregation continues its ministry with little or no denominational subsidy.
   4. The local leadership, in coordination with the review team, is the decision making body as to concluding legal status and distribution of all assets, including property. If the local leadership desires to direct all assets and decisions about distribution to another entity this decision should be clearly communicated and this responsibility should be clearly accepted by such other entity.

B. Criteria for Early Conclusion of Funding
   1. The data obtained by the Ministry Leader at the beginning of the work makes clear that the data in the CPD proposal was erroneous or misleading.
   2. The response of the community is below projections and expectations as reflected in the approved CPD proposal and strategic ministry plans.
   3. The development of the ministry is seriously impaired by personnel problems or other factors.
   4. The new church reflects attitudes or positions that are incompatible with the confessional position of the Christian Reformed Church in North America (CRCNA).
   5. The new congregation, after 18 to 24 months of CRHM funding, is unable to project a date for organization and financial self-support.

C. Process for Early Conclusion of Funding
   1. Approximately 18 to 24 months after the start of CRHM funding or as occasioned by developmental concerns, a ministry review is conducted to assist the new ministry and its partners in evaluating its viability and progress, and in planning for its future development.
2. The review team ordinarily includes the Home Missions Regional Leader (HMRL) as convener, sponsoring church, a representative of the classical Home Missions committee (CHMC), and other resource persons as indicated.

3. The review team works in consultation and collaboration with the Ministry Leader and ministry leaders in collecting relevant data and in evaluating current and potential development of the ministry. Specific focus should be given to identifying a timeline and benchmarks for action for improvement of the possible conclusion of funding of the ministry.

4. Before a final decision to recommend the early conclusion of funding, the review team invites the input of the Ministry Leader, the church leadership, the sponsoring church and the CHMC.

5. The recommendation of a review team for early conclusion of funding is to include advice and recommendations as indicated regarding personnel transition, pastoral care of new believers, financial and legal matters including severance, and other transitional considerations.

6. The review team report and recommendations are forwarded to the CPD ministry, the sponsoring church(es), the CHMC, and CRHM.

7. If the primary recommendations of the review team are accepted by the local ministry partners (named above), the report is forwarded to Home Missions.

Principles, Criteria and Process for early conclusion of funding are adapted from F1-17 of the HM Church Planting and Development - Ministry Development Guidelines
WHAT HEALTH INSURANCE PLAN CAN BE AVAILABLE FOR CHURCH PLANTERS?

Reformed Benefits Association (RBA) offers one health insurance plan, the Flexible Blues high deductible health plan, and one dental plan. Also included in the coverage is basic life insurance in the amount of $50,000.

In order to participate in the Reformed Benefits Association plans, the church must agree to enroll all eligible full time staff members, unless they have alternate coverage through a spouse, parent or other employer. The church agrees to not purchase, or allow eligible staff to purchase, any alternate insurance plan outside of RBA.

Members on a high deductible health plan are eligible to open a Health Savings Account (HSA). (Note: Those who are 65 or older are not eligible to contribute to an HSA, but may continue to elect a Flexible Spending Account). Members make pre-tax contributions and then use the money tax free for eligible health care expenses. Once an account is opened the staff member can use those funds at any future date (even years down the road) for eligible medical expenses. Staff members who wish to have a Health Savings Account will need to open an account themselves, at the bank of their choosing.

Flexible Spending Accounts (FSA) – Staff age 65 or older are not eligible for an HSA, but may elect to contribute to an FSA. This election must be made during open enrollment and cannot be changed during the year. (Note: the church cannot make a contribution to an staff members FSA).

Staff members on the high deductible plan are also eligible to open a Limited Purpose Flexible Spending Account. The money in a Limited Purpose account can only be used to pay for non-medical expenses, e.g. vision or dental care, or for medical expenses only after the annual deductible is met.

In addition, staff may elect additional life insurance coverage for themselves, their spouse and/or their dependent children. Any premiums for life insurance, and/or amounts elected for a Flexible Spending Account, will be billed to the church, and the church is responsible to receive the payment from the staff member. (Note: HSA’s are individual accounts and are not provided through RBA).

Who is eligible for coverage?
- Staff working for a Christian Reformed Church or Classis that has signed a Group Coverage Agreement with RBA. The agreement states that the church will enroll all eligible full time staff members in the plan, unless they have other coverage through a spouse or parent.
- Staff working at least 20 but less than 40 hours per week, may also participate in the insurance plans. Individual churches set criteria for levels of participation for those less than 40 hours/week, e.g. a church could determine that staff working less than 40 hours/week may participate if they pay all or a portion of the insurance premiums. The cost-share must be equitable among all classes of employees. For example, if a part time, 24 hr/wk staff is offered the option to elect the insurance if they pay 50% of the premium, then all similar part time staff must be provided the same option.

- Staff may add their spouses and dependent children (up to age 26) to the plan. Individual churches may determine if the staff member must share some or all of the cost to add their dependents. Again, the same premiums must be charged to all staff in the same category.

- Eligible full time staff may “opt out” of the RBA plan if they have documented alternate coverage through a spouse, parent or other employer. A Certification of Medical Insurance Coverage must be submitted to CGI for these staff members.

When is a staff member eligible?

- The staff member is eligible for health/dental/life insurance the first of the month after they are hired, or the 1st of the month after they move to full time status. The church must notify the Reformed Benefits Association office within 31 days of a staff member becoming eligible.

- Enrollment may occur at a later date if the staff member has a qualifying life event, which includes:

  - Where they had other coverage through COBRA and that coverage is exhausted,
  - When other coverage was lost due to ineligibility for a reason such as divorce, death, or termination of employment.

Notification to RBA must be made within 31 days of the loss of coverage.

- Adding a new dependent due to marriage, birth, adoption or placement for adoption must also occur within 31 days of the event.

- If notification is not made within the 31 day period the staff member will need to wait until the annual open enrollment period, which is in the fall of each year with coverage to be effective the following January 1.

- Pastors serving a congregation on an interim basis may participate in RBA on an individual basis, and are not considered as part of group coverage purchased by a congregation. Interim pastors are not eligible for the Flexible Spending Account.
**Premiums**
The church will be billed on a monthly basis, with payment due by the 5th of the month. Payment may be submitted by check or by EFT. The bill will include the premium for health/dental/basic life insurance and any additional elections for life insurance or FSA made by individual staff members. The church is responsible to collect payment from the staff member for any premium cost share, for additional life insurance or voluntary amounts the staff member elected to contribute to a Flexible Spending Account.

**Non-Participation**
A church that elects to opt out of the RBA plan will be subject to a waiting period of five years before re-entering the plan without a penalty. A church re-entering the plan prior to five years will be subject to a 20 percent premium surcharge for the remaining time in the waiting period.

Contact Reformed Benefits Association: (616)241-1691
1700 28th Street SE, Grand Rapids, MI 49508-1407
SECTION THREE

CHURCH PARENTING
CHURCH PLANTER MENTORING
WHAT CAN YOU DO TO INSURE THAT YOUR CHURCH WILL REPRODUCE SOON?

It is likely that the most significant ministry your church can do will be the planting of a daughter church.

What can you do to make sure that your church can think of planting a daughter church?
The time to begin to think about it and to pray for it is now, even as you to simply dream of it.

- Make daughtering an issue of intense prayer
- Ask God for a vision and a goal
- Build the concept into your new church’s DNA
- Raise up church planters
- Take advantage of opportunities that come your way

What is the process to consider for Daughter Church Planting?

A Six-Step Process:

1. SHARE THE DREAM of a daughter church with your church
2. DETERMINE YOUR CHURCH’S INVOLVEMENT determine your church’s level of involvement (may refer to pages 12-13)
3. RECRUIT TEAM LEADERSHIP find the church planting pastor and other staff
4. ATTRACT THE LAUNCH TEAM have the time of planter mentoring, internship, and recruiting of the launch team
5. LAUNCH AND CELEBRATE launch the new church with your planter, and celebrate the birth of your daughter church
6. NURTURE nurture your daughter church and encourage your planting pastor

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
 WHAT CHURCH PARENTING MODELS CAN BE CONSIDERED WHEN A VISION AND PLAN TO PLANT A CHURCH IS ABOUT TO BE REALIZED?

We believe deeply that it takes all kinds of churches to parent all kinds of new churches, using various parenting models to reach all kinds of people. It is not so much "HOW" you parent, but it is "THAT" you parent.

<table>
<thead>
<tr>
<th>MODELS AND APPROACHES</th>
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</thead>
<tbody>
<tr>
<td><strong>PIONEERING</strong></td>
</tr>
<tr>
<td><em>a church-planting team is commissioned by a parent church to start a new congregation similar to or very different from itself.</em></td>
</tr>
<tr>
<td><strong>MULTI-ETHNIC</strong></td>
</tr>
<tr>
<td><em>This is one church with multiple ethnic congregations that share the same facility. A gifted leader is needed to provide coordination among the groups.</em></td>
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<tr>
<td><strong>SATELLITE</strong></td>
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<td><em>A church is united organizationally but has two or more congregations ministering simultaneously out of different locations.</em></td>
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<tr>
<td><strong>DAUGHTERING</strong></td>
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<tr>
<td><em>A local church takes primary responsibility to find a planter, fund the plant and focus the ministry as an extension of their influence throughout their region.</em></td>
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<tr>
<td><strong>REBIRTH</strong></td>
</tr>
<tr>
<td><em>Declining church decides to close and release its assets for the developing of a new church, also called Death with Dignity.</em></td>
</tr>
<tr>
<td><strong>COBRIDGE</strong></td>
</tr>
<tr>
<td><em>Where 2-3 churches join together to spearhead the planting of a new church.</em></td>
</tr>
<tr>
<td><strong>PLANNED BRANCHING</strong></td>
</tr>
<tr>
<td><em>A group of members from the parent church, upon its own initiative or upon the initiative of the planter, hives off to start a new church.</em></td>
</tr>
<tr>
<td><strong>SPONSORSHIP</strong></td>
</tr>
<tr>
<td><em>The parent church provides praying support and carries out denominational functions as required, with primary direction and funding for the new church coming from Home Missions and other partners.</em></td>
</tr>
</tbody>
</table>

*Taken from the Church Planting files written by E. Tandayu the New Church Developer*
What Oppositional Thoughts to Church Planting Have You Heard?

While there are a myriad of objections to church planting, most can be classified into four main groupings:

1. There is no need for church planting
2. Church planting is not effective
3. Church planting harms existing churches
4. Church planting is good but is not for us

- It will cost too much
- We are too small
- We'll plant when our church grows to "X" size
- We can't afford to lose leadership and workers
- Our church isn't healthy enough to give birth
- We have too many problems to think about in our church
- It will destroy our growth momentum
- What if the daughter grows larger than the mother?
- We might be in competition with the daughter
- But we already give generously to missions
- We would like to, but we just don't have time
- We tried it before, but it didn't work
- We do not know how
- Our church leadership just isn't available at this time

Who will feel the throbbing pulse of evangelism?

Who will answer to the call of Christ's Great Commission?

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
GUIDELINES: MENTORING CHURCH PLANTERS

HOW CAN A CHURCH PLANTER BE HELPED AS HE PASSES THROUGH THE STAGES OF NEW CHURCH DEVELOPMENT?

The heart of any mentoring program will be the time the Church Planter and the Mentor spend together. The following is a suggested Guidelines for Mentoring Church Planters:

1. **BUILD A STRONG RELATIONSHIP**
   The stronger the relationship, the greater the empowerment. Keep compatibility and chemistry in mind.

2. **DECIDE ON THE PURPOSE OF THE RELATIONSHIP**
   A basic rule in planning is "begin with the end in mind." When mentoring proves disappointing, the problem usually points back to differing or unfulfilled expectations. So at the very beginning, agree on what you're both hoping to achieve.

3. **DETERMINE CONTACT FREQUENCY**
   Set ground rules at the start for best results. It is recommended that a monthly contact is the minimum for assisting the church planter. Clarify the time frame of the meeting (1 hour .. 2 hours per meeting time .. a day together)

4. **SETTLE ON THE TYPE OF ACCOUNTABILITY**
   Will you use written reports, scheduled phone calls, probing questions during meetings, or a planned evaluation time?

5. **SET UP COMMUNICATION SYSTEM**
   Mentors, ask your mentorees: "If I see or learn of an area of concern, how and when do you want me to communicate it to you?"

6. **MAKE CLEAR OF THE CONFIDENTIALITY LEVEL**
   Make it clear when something you share should be treated as confidential.

7. **SET THE RELATIONSHIP’S LIFE CYCLE**
   It’s best to avoid open-ended mentorships. Better to have short periods, evaluation, and closure points with the possibility of reentry than have a sour relationship for a long time that each fears terminating.

8. **EVALUATE REGULARLY**
   See where progress has been made, where there are problems, and what should be done to improve the mentoring. Joint evaluation is always best.

9. **REVISE EXPECTATIONS AS NEEDED**
   After a time of mentoring, bring expectations down to what is more likely going to happen — and give thanks for it.

10. **BRING CLOSURE AT THE RIGHT TIME**
    Vertical mentoring that has no clear end in mind will usually dwindle to nothing with uneasy feelings on the part of both people. A happy ending requires that both parties be involved in evaluating and mutually ending the mentoring relationship.

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
MENTORING POINTS: PERSONAL AND MINISTRY GROWTH

IN WHAT AREAS CAN A MENTOR HELP A CHURCH PLANTER?

Mentors can help church planters develop in the following 10 areas of personal and ministry growth.

1. **Spiritual Discipline**: The church planter needs to have a personal orientation toward God which finds expression through a lifestyle based upon biblical principles. Key areas to encourage include a fervent prayer life, a servanthood spirit, ethical and moral practices, and exercising faith.

2. **Pastor-Teacher Skills**: Church planters need to be encouraging, nurturing, and challenging people both individually and corporately toward spiritual and emotional maturity. Key skills needed include counseling, preparing and conducting worship, discipling, preaching, and building core group cohesiveness.

3. **Growth Orientation**: Church planters need to demonstrate standards of performance that increase the likelihood of qualitative and quantitative expansion of the church-planting work. Mentors can help church planters in the following areas: personal motivation, commitment to church growth, learning to adapt to growth of the new church, and developing a capacity for seeing a preferred future (a vision).

4. **Community Penetration**: Church planters need to penetrate the target communities in which they hope to start a new work. They need to be responsive to community needs, involving themselves in community activity, doing evangelistic and outreach activities, and being flexible in their approach and style to meet the strategic needs of the people.

5. **Leadership Skills**: Church planters need to learn to create ownership among the emerging core group for the ministry, utilize the available (spiritual and natural) gifts of people, motivate new participants in the emerging church work, develop initial church leadership, and have appropriate authority and influence.

6. **Administrative Skills**: The church planter needs to develop basic administrative skills appropriate to his culture. This includes organizing administrative structures, goal setting and planning, time management, and tracking and reporting information to denominational leaders.

7. **Theological and Technical Knowledge**: Church planters should have a basic working knowledge of the Scriptures and theology, as required by the denominational leadership. Also, they should have basic knowledge in financial and numerical skills, government and legal regulations, ministry training and certification, denominational policies and practices, and church growth principles.
8. Interpersonal and Communication Skills: Church planters need to be able to convey and receive information, feelings, and concepts in ways that enhance relationships and understanding between persons. They should develop skills in listening, networking, relationship building and relationship maintenance, and conflict resolution.

9. Personal Adjustments: Church planters need to respond responsibly to the challenges of everyday life and work. They need to learn to manage stress, have a healthy self-image and self-confidence, build emotional stability, deal with spiritual warfare in a healthy manner, and be flexible and adaptable to changing situations.

10. Family Adjustments: Church planters need to lead wife and children to respond responsibly as a family unit to the issues of everyday life and work. This includes spousal cooperation, understanding husband and wife roles in the church-planting task (it is teamwork), and having a healthy perspective on the role of their children in the emerging work.

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
WHAT CAN MENTORS USE IN THEIR MEETING WITH THE CHURCH PLANTERS?

<table>
<thead>
<tr>
<th>NOTES ON THE PLANTER’S MINISTRY PERFORMANCE</th>
<th>NOTES ON THE PLANTER’S PERSONAL LIFE</th>
</tr>
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<tbody>
<tr>
<td><strong>TO ASSESS</strong></td>
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<tr>
<td><strong>TO CHANGE</strong></td>
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RECOMMENDATIONS: PROJECTS ... GOALS
WHAT CAN MENTORS ASK CHURCH PLANTERS AT THE BEGINNING OF THEIR RELATIONSHIP?

- What do you see as your top 3 strengths in order of rank?
- Which 3 people threaten you the most personally? Why?
- What do you consider to be your life calling? And why?
- What 10 specific things do you want to get done before age 60?
- Who are the 3 people who could be your mentors?
- What are the 3 deepest personal needs which make you vulnerable?

- What position do you one day hope to hold?
- What 3 things are you committed to doing before you die?
- What 3 things would you like to change in yourself, if you could?
- What 10 specific things do you want to get done before age 60?
- In what areas would you like to grow personally within the year?
- How do you picture yourself in 10 years ideally?

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
MENTORING AID: INSIGHTFUL QUESTIONS (DURING)

WHAT CAN MENTORS ASK THEIR MENTOREES DURING MENTORING APPOINTMENTS?

Mentors should be careful to prepare before mentoring meetings. They need to ask questions that will lead mentorees through the review and refocusing process.

**CONCERNING GOALS**
1. What goal you working on now? How are you working on it?
2. What are you seeking to accomplish by your actions?
3. What will you focus on in the next three month? Six months? The next year?
4. Are you comfortable with your goals? Your strategies? What would you want to change? Why?
5. What is your vision for evangelism? For leadership training? For worship services?

**CONCERNING BRAINSTORMING**
1. In a single word or sentence, what problem are you needing to solve?
2. Why are you doing what you are doing? Where will your actions take you in the next month?
3. If your resources were limitless, what changes would it make on your present strategies and actions? What would you do differently?
4. What two things might keep you from accomplishing your goals? Why?

**CONCERNING VISION**
1. How do you seek vision from God? How do you know when He speaks to you?
2. What vision has God given to you for your ministry? What would it look like if fully accomplished in the next five years? Ten years?
3. What clouds keep you from seeing a vision for your ministry? What helps to clarify your vision?
4. How can you effectively share your vision with others on your team? What three things can you do to communicate your vision with others?
5. In ten words or less, share with me your vision for your work.

**CONCERNING DECISIONS**
1. What one decision are you facing now?
2. What difference will this decision make one year from now? Ten years from now? Fifty years from now?
3. Can you break your decision into three smaller ones? What would they be? What are your best options now?
4. What decision have you put off making? Why? What should you do about this?
5. When is the best time to make this decision?

**CONCERNING CELEBRATING VICTORIES**
1. What are you most excited about today? Why?
2. What has been your greatest accomplishment over the past month? Six months?
3. How has God been faithful in your life in the last week? In the last month? Where has He worked in clear ways?
4. What markers or monuments of God’s faithfulness would you erect today?
5. Where have people shown appreciation for your leadership recently?
CONCERNING SPIRITUAL CHARACTER
1. How are you doing in your personal relationship with God?
2. What brings spiritual rest into your life?
3. What specific things are you praying for over this past week? The past month?
4. What are you reading for personal growth?
5. How are you using your Bible in your personal walk with God?

Taken from the Church Planting files written by E. Tandayu, the New Church Developer
Questionnaire Page 1:

Please answer the following questions as thoroughly as possible. Type your responses on separate paper. Whenever possible, we ask that you answer behaviorally (i.e. First I did this. Then I did that.)

When you have completed this 3-page written interview, kindly submit your responses to the questions below, and the completed application.

1. How did you arrive at the decision to plant a church?
2. Use these questions to describe your potential church plant.
   a. In which community do you wish to plant a church?
   b. Describe the typical person you wish to reach (i.e. age, education, and ethnicity).
   c. How do you intend to reach them?
   d. How do you intend to disciple them?
   e. What would be the unique aspects of your church?
   f. How did you determine this is where you want to go and what you want to do?
3. Think of the most impressive business, ministry or project you started from scratch.
   a. What was it?
   b. What did you do to get started?
   c. What steps did you take to make it successful?
   d. Describe how you sold the vision to someone else.
   e. If you had to mobilize people or finances, how did you do it?
   f. What was the biggest challenge you faced? How did you overcome it?
4. Think of your best example of personally getting someone involved in ministry.
   a. Who was it, and for what ministry did you prepare them?
   b. How did you recruit them?
   c. What steps did you take to help them become proficient in that role?
5. Think of an unchurched individual you led to Christ and plugged into the church.
   a. Who was it?
   b. What did you do to build your relationship with this individual?
   c. How did you lead this person to Christ?
   d. What steps did you take to get this person connected to a local church?

If married, please have your spouse answer Questions 6 and 7.

6. Which of the following best describes your commitment to this endeavor?
   ___ Completely on Board   ___ Interested
   ___ Willing to Support   ___ Concerned

7. How did you arrive at this conclusion?
SELF- ASSESSMENT QUESTIONNAIRE

Please circle the responses to questions on this page using the following key:

0 = Least Like Me     ..     5 = Most Like Me

1. I like learning and doing new things. 0 1 2 3 4 5
2. I have a burden to disciple new believers. 0 1 2 3 4 5
3. I have a reputation for being persistent. 0 1 2 3 4 5
4. I like taking charge of things. 0 1 2 3 4 5
5. If something needs doing, I will do it. 0 1 2 3 4 5
6. I am not easily discouraged. 0 1 2 3 4 5
7. Personal freedom is important to me. 0 1 2 3 4 5
8. I look for new and exciting challenges. 0 1 2 3 4 5
9. I learn from mistakes and do not let them get me down. 0 1 2 3 4 5
10. I will stick my neck out to try new things. 0 1 2 3 4 5
11. People say I am self-confident. 0 1 2 3 4 5
12. I am not afraid to act upon my intuition. 0 1 2 3 4 5
13. God has given me the gift of administration. 0 1 2 3 4 5
14. I have a strong desire to make a difference in life. 0 1 2 3 4 5
15. I see solutions and not just problems. 0 1 2 3 4 5
16. I am open to new ideas. 0 1 2 3 4 5
17. I am receptive to advice, but not dependent upon it. 0 1 2 3 4 5
18. My spiritual gift-mix includes “exhortation.” 0 1 2 3 4 5
19. I will complete an essential task even if it is dull and boring. 0 1 2 3 4 5
20. I preach and/or teach life-related Bible messages. 0 1 2 3 4 5
21. I witness to people regularly. 0 1 2 3 4 5
22. I keep my spiritual life fresh with daily worship and prayer. 0 1 2 3 4 5
23. I enjoy training others in leadership and ministry skills. 0 1 2 3 4 5
24. I love to experiment with new ways of doing things. 0 1 2 3 4 5
25. I enjoy meeting and talking with people. 0 1 2 3 4 5
Questionnaire Page 3:

IS CHURCH PLANTING FOR ME?
Questions You Should Ask Yourself Before Considering Starting a Church

1. Is my primary motivation for considering church planting a positive one (such as the glory of God and the salvation of people) and not dissatisfaction with my present situation?
   Yes____ No____ Not Sure____

2. Do I believe that church planting is the primary God-ordained strategy by which He accomplishes His will, advances His kingdom and glorifies His name?
   Yes____ No____ Not Sure____

3. Do I believe and experience the gospel as the “power of God” not only to save me from sin’s penalty but also from sin’s domineering power over my life?
   Yes____ No____ Not Sure____

4. Do I share the gospel with non-believers on a regular basis, and can I point to people who have made professions of faith and are still walking with Christ as a result of my witness?
   Yes____ No____ Not Sure____

5. Have I had enough exposure to church planting in a ministry focus group similar to what I am considering that I know what the life of a church planter is like?
   Yes____ No____ Not Sure____

6. Am I assured of God’s call on my life to church planting instead of to church pastoring?
   Yes____ No____ Not Sure____

7. Do I have the necessary training needed to do church planting effectively?
   Yes____ No____ Not Sure____

8. Can I articulate clearly what my gifts and personal characteristics are that would make me effective in church planting in the type community I am considering?
   Yes____ No____ Not Sure____

9. Is there objective evidence that I am comfortable relating well with secular people (pagans) and able to accept them joyfully into my life and the community of faith?
   Yes____ No____ Not Sure____

10. Is my spouse and family willing, even enthusiastic, about our doing church planting?
    Yes____ No____ Not Sure____

11. Do I have a gospel-confidence (both lamb-like humility AND lion-like boldness) that, in light of my proven ministry experience, gifts, and skills, I will be effective in church planting?
    Yes____ No____ Not Sure____
12. Do I have the spiritual disciplines (consistent personal worship, freedom from patterns of besetting sin, good accountability relationships) necessary for being a spiritual leader truly above reproach?
Yes____ No____ Not Sure____

13. Do I display self-management disciplines (getting work done on time, keeping commitments, consistency, honesty) that will encourage followers to trust my leadership?
Yes____ No____ Not Sure____

14. Have I developed a relatively comprehensive vision (values, mission, philosophy of ministries, gathering strategies, etc.) of the kind of church, I want to plant in my ministry focus group?
Yes____ No____ Not Sure____

15. Am I considered a “people person”, someone who is humble, a good listener, teachable, patient, sensitive, and winsome?
Yes____ No____ Not Sure____

16. Do people tend to sit up, listen and come back when I preach—giving evidence that my preaching and communication gifts are special strengths (above average)?
Yes____ No____ Not Sure____

17. Do spiritually wise, influential people in my life tell me that church planting is a right fit for me?
Yes____ No____ Not Sure____

18. Have I had a positive track record in the church ministries I have led—giving strong evidence of my ability both to lead people AND raise up leaders?
Yes____ No____ Not Sure____

19. Do I have a sincere passion for church planting? Is church planting compatible with my personal career goals or is it seen as merely a “stepping stone” to some other ministry in the future?
Yes____ No____ Not Sure____

20. Understanding the gifts and skills of a church planter usually include being a visionary leader, effective evangelist, and an above average Christ-centered preacher, do I have these endowments?
Yes____ No____ Not Sure____

**AM I A CHURCH PLANTER?**
► If you answered 16 or more with a YES -- **PROBABLY SO.**
► If you answered 10-15 with a YES -- **THINK, PRAY, AND TALK** to others some more before moving in that direction.
► Less than 10 — **POSSIBLY NOT.**

*Taken from the Church Planting files written by E. Tandayu, the New Church Developer*
Those who are already ordained in another denomination who wish to become ordained in the Christian Reformed Church are encouraged to begin the process by talking to regional classis leaders in the CRC, and to the denominational Director of Candidacy. In this way the most appropriate path toward CRC ordination can be determined. Also, if there is a congregation involved that wishes to become affiliated with the CRC along with the pastor, a relationship of support and encouragement can be established.

The following checklist guides classis leaders and applicants through the Article 8 process.

Initial Documents

- Personal Application (including Autobiography and Statement of Faith)
- Recommendation from Former Local Governing Body (last church served)
- Recommendation from former regional body (former classis, presbytery, etc)
- Copy of Ordination Certificate
- Application from a Local CRC Council
- CMLT Recommendation including Need Statement
- At this point initial endorsement from the Candidacy Committee is given to proceed with Article 8, with “license to preach” in the CRC. (A letter is sent to the CMLT from the Candidacy Committee.)

More Documents:

- Financial Plan
- Copy of Academic degrees/Diplomas
- Statement of Psychological Fitness for Ministry
- Background Check and Personal Disclosure and Authorization
- Mentor Designation

Optional Additions (at the discretion of the CMLT and the Candidacy Committee)

- Personal References
- Description of Immigration Status/Issues -- Proof of Citizenship or Immigration Status

Learning Covenant (negotiated among applicant, CMLT and Candidacy Committee)

- 1. CMLT Expectations: (elements as listed in proposal submitted to Candidacy Committee)
- 2. Modified EPMC or “Alternative Learning Plans"

Final Endorsements

- Final Council Recommendation Form
- Personal Endorsement from Applicant (Commitment to Three Forms of Unity and willingness to sign the CRC Form of Subscription)
- Endorsement from mentor
- Final Endorsement from CMLT
- Approval from Candidacy Committee to proceed with Colloquium Doctum
  (A letter sent from the Candidacy Committee to the CMLT/Classis Clerk)

To Download Form: www.crcna.org (on search, type: “checklist for Article 8”)

♦70.
APPLICATION FOR ORDINATION: VIA ARTICLE 8

Application Page 1:

PERSONAL APPLICATION FOR ORDINATION
Via Article 8 of the Church Order
(Including Autobiography and Personal Statement of Faith)

Thank you for your interest in being ordained in the CRC. We praise God for you! Please complete this application form, and submit it, along with the other required documents, to the appropriate team or committee in your region (often called the CMLT). A checklist called the "Ministry Readiness Profile" will help you and the CMLT gather the rest of the required documents.

Personal Name: _____________________ ________________________ ___________________

Address: ________________________________________________________________

________________________________________ Street

City __________________________ State/Province __________ Zip/Postal Code __________

Country

Phone Number: ____________________________ Email: _________________________

Marital Status: _____ Married _____ Single _____ Divorced _____ Widowed

Spouse’s Name: ________________________ ___________________ _______________

Children: First Name: Age:
1. _______________________________________ _________
2. _______________________________________ _________
3. _______________________________________ _________
4. _______________________________________ _________

Education:
College/University: ______________________ Dates: _______________ Degree: _________

Seminary: ____________________________________ Dates: _______________ Degree: _________

Other: ________________________________________ Dates: _______________ Degree: _________

Employment (List all past ministry experiences):
Church/Ministry__________________________ Position: ___________________Dates: __________

Church/Ministry__________________________ Position: ___________________Dates: __________

Church/Ministry__________________________ Position: ___________________Dates: __________

Church/Ministry__________________________ Position: ___________________Dates: __________

Church/Ministry__________________________ Position: ___________________Dates: __________

Church/Ministry__________________________ Position: ___________________Dates: __________
Autobiography:
On a separate sheet of paper, write a 250-500 word autobiography. Include information on your childhood, education, volunteer experiences, interests and hobbies, and other aspects of your life. Attach your autobiography to this application.

Personal Statement of Faith:
On a separate sheet of paper, write a 500-750 word personal statement of faith. Include an indication of your love and commitment to Christ and his Church, a summary of your personal faith, and describe your sense of calling to the ministry.

Please also respond to the following questions about your Ministry Experience: (you may use an extra page if necessary)

1. What gifts/strengths do you have for the ministry?

2. How have these gifts already begun to bear fruit for Christ and his Church?

3. How has God been leading you to consider serving as an ordained minister in the Christian Reformed Church?
References:
Provide names and addresses of three persons who could provide you with a reference:
Name: _______________________________ Relationship: _______________________
Address: __________________________________________
Phone Number: __________________________ Email: ____________________________

Name: _______________________________ Relationship: _______________________
Address: __________________________________________
Phone Number: __________________________ Email: ____________________________

Name: _______________________________ Relationship: _______________________
Address: __________________________________________
Phone Number: __________________________ Email: ____________________________

Personal Signature and Authorization:
By signing below, I hereby authorize the classical and denominational committees and staff of the CRC to review and share my personal information and the material submitted for this ordination process. I also voluntarily give permission for a criminal background check to be conducted, and release the CRC functionaries from any and all liability resulting from such disclosure.

Name (printed): ______________________________________________
Signature: ___________________________________________ Date: _____________

Maiden Name (if applicable): ________________________________
Any and all aliases: __________________________________________
Date of Birth _________ _______ __________ Gender: _____ M _____ F
Year    Month    Day
Place of birth: ____________________________________________
Social Security Number and/or Driver’s License Number: __________________________
Current Street Address: ____________________________________________
Dear Applicant,

The Candidacy Committee (CC) of the Christian Reformed Church (CRC) is mandated by synod to establish and implement standards for those entering ordained ministry. One of these standards has to do with providing a background check and disclosure process for all those who go through the pastoral ordination processes.

Many factors have led the CC to institute this requirement: widespread moral failure and scandal among North American clergy of all denominations, the need to do everything possible to protect the church from people who can do great harm to individuals and the church as a whole, denominational liability for inadequate safeguards to screen potential pastors with a history of specific crimes or sins, stringent questioning by Synod 2005 as to whether the candidates being recommending had been thoroughly screened, and background checks now being standard operating procedure in most places of employment.

In compliance with this requirement, the Candidacy Committee requests that you
• complete the enclosed Background Check and Personal Disclosure Authorization Form
• fill in and sign the Release of Information authorization at the end of the form
• send this document via regular mail or scanned as a pdf document via email to the appropriate classis representative (CMLT) and the denominational candidacy committee

It’s important for you to know that confidentiality policies governing psychological reports and other such sensitive material will govern this material as well. In short, the denominational candidacy committee and classis CMLTs operate with a strict “need to know” policy on such documents which sharply limits access to very few people.

It’s also important for you to know that our goal in doing this investigation is to help you in your formation for ministry. In the event that this background investigation brings to light things you have not disclosed to this point, our goal will be to use this data to further aid you in your ministry discernment process.

If you have any questions about the instructions above or any other concerns related to this letter, please do not hesitate to call or email your classis representative or the denominational Director of Candidacy, Rev. David Koll.

Respectfully,
Rev. David Koll
dkoll@crcna.org
616-224-0768
1. Have you ever been the subject of official discipline by a consistory or classis of the Christian Reformed Church or by a congregation or regional church governing body of another denomination?
   ____ Yes ____ No
   Explain:

2. Has any civil lawsuit, criminal charge, criminal behavior complaint, or official ecclesiastical complaint ever been experienced by you for sexual discrimination, harassment, exploitation or misconduct, physical abuse, child abuse, or financial misconduct?
   ____ Yes ____ No
   Explain:

3. Have you ever been charged or convicted of a felony?
   ____ Yes ____ No
   Explain: (give dates, arresting agencies and disposition)

4. Has your employment ever been changed because you attempted or actually engaged in:
   1. sexual discrimination, harassment, exploitation, or misconduct _____ Yes _____No
   2. physical abuse _____ Yes _____No
   3. child abuse _____ Yes _____No
   4. financial misconduct _____ Yes _____No
   5. substance abuse _____ Yes _____No
   Explain:

6. Have you ever had financial difficulty resulting in a debt being turned over to a collection agency or in filing for bankruptcy? _____ Yes _____ No
   Explain:
Personal Disclosure and Authorization

By signing below, I hereby authorize the classical and denominational committees and staff of the CRC to review and share in confidential use my personal information and the material submitted for this ordination process. I also voluntarily give permission for a criminal background check and a credit history report to be conducted, and I release the CRC functionaries from any and all liability resulting from such disclosure. I agree that photocopies of this authorization that show my signature are valid.

Name (printed): ______________________________________________

Signature: ____________________________________________________

Maiden Name (if applicable): ________________________________

Any and all aliases: _____________________________________________

Date of Birth: _____________ _____ _______________ Gender: _____ M _____ F

Place of Birth: _______________________________________________

Social Security or Social Insurance Number: _____________________________

Driver’s License Number and State or Providence: __________________________

Current Street Address: ___________________________________________

Note: The applicant is invited to attach any words of explanation or additional documents that may be helpful in understanding any data discovered by the background search and credit history report.

To download Forms:
Suggested Checklist for Appointing and Ordaining a Person to the Office of Commissioned Pastor

____ Discernment by a CRC ministry of the need for a Commissioned Pastor
(Note: See the Synod 2001 Statement describing the office of Commissioned Pastor)

____ Preparation of a Job Description to be submitted to Classis and the Synodical Deputies
(Note: It is wise to consult with leaders of a local CMLT in developing a job description.)
Elements of a good job description include:
1. A description of the functions and responsibilities that are ministerial in nature (see the first paragraph of Church Order Supplement 23-a).
2. A description of the supervision and lines of accountability for the position.
3. Specific notation of whether preaching and/or leading the sacraments are to be included in the position.

____ Approval of the Job Description by Classis, with the concurrence of representatives from three neighboring classes (i.e. 3 synodical deputies).

____ Preparation for Ordination (See the material from Church Order Supplement 23-a, intended to guide classes in preparing candidates for this office.)

____ Conversation by a candidate for commissioned pastor with local ministry and Classis CMLT, with possible use of “application form” (see list of “tools”)

____ Identification and gathering of any documents required by classis for those seeking ordination to the office of Commissioned Pastor. These documents may include a financial plan, a report of preparation work and ministry training already completed, a psychological report, and a background check and personal disclosure

____ Designing and engaging in a learning plan where appropriate (see list in “tools”)

____ Demonstrated ability of the candidate to function in the ministry to which he is called.

____ Presentation of Documents
____ Council recommendation from the church in which appointee holds membership
____ Diplomas and transcripts giving evidence of formal general education and any specialized training in ministry
____ Copy of the letter of appointment from the church/ministry that is requesting ordination of the candidate as Commissioned Pastor
____ A copy of the candidate’s letter of acceptance
____ Other documents desired by a local classis:

_______________________________________________________________

____ Confirmation by Local Ministry and Classis CMLT that a preparation plan has been designed, implemented and completed
____ Any other preparation steps desired by a local classis:

_______________________________________________________________

____ Where applicable (if preaching is in the job description), public presentation of a sermon on a text assigned by the classis, in the presence of two representatives of the classis, who will serve as sermon critics.

____ Examination before Classis (See the material from the Church Order Supplement 23-c that offers guidelines for the examination.)

____ Ordination in a local congregation
Note: This form is not a denominationally required form, but is included as a resource for those classes which may wish to make use of it.)

♦77.
Candidate’s Application to Council To Pursue Ordination
in the CRC Under the Provisions of Article 23

Please complete and present to your Council.
(The Council will use this form in discussions with the CMLT)

Personal
Name: __________________________ __________________________ __________________________
   Last     First     Middle

Address: ______________________________________________________
          Street

_________________________  __________________________  ____________
          City          State/Province         Zip/Postal Code          Country

Phone Number: ____________________________ Email: ____________________________

Date of Birth: _______ _______ _______ Gender: _____ M _____ F
   Year   Month   Day

Marital Status: _____ Married _____ Single _____ Divorced _____ Widowed

Spouse’s Name: __________________________ __________________________ __________________________
   Last     First     Middle

Children: First Name: Age:
1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________

Education
High School: __________________________ Dates: ______________

College/University: __________________________ Dates: ______________ Degree: __________

Other: __________________________ Dates: ______________ Degree: __________

Employment (List two most recent employment experiences)
Employer: __________________________ Position: __________________________ Dates: __________

Employer: __________________________ Position: __________________________ Dates: __________

Autobiography
Write a 250-500 word autobiography. Include information on your childhood, education, volunteer experiences, ministry experiences, interests and hobbies, and other aspects of your life. Attach your autobiography to this application.
Suggestions for Documents to be gathered in the Article 23 preparation process

A Financial Plan

On a separate piece of paper, please indicate the following:

• The anticipated living costs for the individual (and his or her family) during the preparation period and once in ministry.
• The anticipated sources of income throughout the preparation period and the ministry, including prior savings, stated supply income, spousal income, etc.

Note: The purpose of providing this is so the CMLT and the local ministry can be assured that the prospective pastor is being financially cared for. Any supporting documents (church budgets, descriptions of insurance plans, etc) that will demonstrate this care will be appreciated.

Copy of Academic Degrees and Diplomas

These documents will provide further authentication of the applicant’s credentials as they work through our preparation process. Photo-copies of diplomas, degree certificates, and academic transcripts are acceptable – it is not necessary to get notarized documents.

Statement of Psychological Fitness for Ministry

The Christian Reformed Church requires of all ministry candidates (Articles 6,7, and 8) an interview by a certified psychological professional. The denominational Candidacy suggests that classes have the same requirement for commissioned pastors, especially for those working in solo leadership roles.

Background Check

The Christian Reformed Church requires a background check on each applicant for Minister of the Word. This background check process is administered through the office of the denominational Director of Candidacy. The process begins with an applicant filing out the “Background Check and Personal Disclosure and Authorization Form” (see “tools”). The material on this form, and any information resulting from it, is kept as confidential material accessible only to the Director of Candidacy and his advisors, the classis CMLT, and the applicant. The background check process makes use of a verification service, a credit check, and a Google search. The denominational Candidacy Committee is willing to offer this process to any classis that wishes to use it for an applicant for Commissioned Pastor.


Christian Reformed Home Missions
Church Planting and Development Proposal Outline

Note: Please limit the proposal to a two-page maximum, and forward to your Classical Home Missions Committee (CHMC), other local partners, and Home Missions Regional Leader (HMRL) as applicable.

A. New Work Partnership Funding Request Form

B. Summary Budget and Financial Projection

C. Summary description of new church ministry area
   1. History: essential facts and observations regarding city and ministry area.
   2. Socio-cultural factors, including age groups, educational levels, professions and vocations, predominant ethnicities, life styles (e.g. PERCEPT studies, and the like).
   4. Economy: median household income, housing values, land costs and availability, business/industrial factors, special opportunities/needs.
   5. Geography: data and projections of schools, highways, growth patterns, and the like.
   6. Religion: types of churches and church seating to population ratios.

D. Summary of proposed new church and endorsements
   1. Type envisioned: concept of ministry, target population (including primary zip code areas), and results desired.
   2. Specific need and/or opportunity for diaconal partnering
   3. Local commitments: contact persons, supporting churches, classical endorsement and local prayer support strategies.
   4. Relation to neighboring CRC's and possible other supportive partners.

E. Personnel
   Provide profile of lead Church Planter position to be recruited or a description of personnel already identified, plus other staffing considerations.

F. Parent church and other key partners
   1. Identification and commitment of the parent church, the classis, a diaconal conference if applicable, and other key local partners.
   2. Endorsements of the CHMC or its replacement and the HMRL.
   3. Summary description of proposed relationships and commitments between the parent church (including agreements for employment and calling), other key partners, and CRHM.

G. Recommendation(s)
   Please clarify specific requests for CRHM partnering, including proposed starting dates, funding amounts, and other important specifics or conditions, with grounds.

H. Attachments
   Please attach area maps and other supporting materials for the church planting proposal as indicated, for information to the parent church, other local partners, the CHMC, HMRL and CRHM office.

Taken from C1-01 of the Church Planting and Development Ministry Guidelines
» The link to download: www.crhm.org ... click Guidelines ... click C1-01
**COBRIDGE**

churches are those that choose to join with other churches in bridging the parenting opportunities to the new church.

**WHY COBRIDGE?**

Church Planters are actually looking for relationship, and proximity with those churches who would share their passion for gathering lost souls for Christ, and with those who would be there for them, in times of joy and ministry challenges.

**WHY CO-PARENTING WITH OTHER CHURCHES?**

There are a number of pressing reasons. Ultimately, it comes down to three central issues …

- There is a healthy interdependence in the process of strengthening the church planter’s approaches to the evangelizing and gathering of a people group or community.
- It ensures the largest potential pool of encouragements available to resource the planter’s planting task lines.
- It creates a hopeful drive to plant a healthy church. Church plants with which intentional parenting support have been shared have proven to be healthier, more effective, and have higher survival rates.

**WHAT IS COBRIDGE DREAM?**

* To see Church Planters who are enjoying their passion to plant healthy new churches
* To see pastors and churches serving together as parent churches that provide mutual encouragement and support for their daughter churches, breaking down parenting tensions and pressures while facilitating transformation in their planter’s planting approaches.

* To see Church Planters who are serving God from a clear sense of calling, and displaying the competencies necessary to plant a healthy-reproducing new church.

**HOW TO GET INVOLVED AND …**

**WHAT IS INVOLVED IN A COBRIDGE DREAM?**

We have existing new churches needing parenting encouragement. Every GLA church can get involved in seeing new churches planted and transformed.

- **WHAT IS INVOLVED:**
  - co-parenting alongside 2 to 3 pastors, and co-empowering the church planter with resources for church health and church planting.

- **HOW TO GET INVOLVED:**
  - o Share your facilities with a new church
  - o Adopt a church planter for an outreach
  - o Engage in strategic prayer for the new church
  - o As the Lord allows, include a new church in your church budget

IT’S NOT JUST PARENTING. IT’S A LIFE TRANSFORMATION, ONE NEW CHURCH AT A TIME.

* Taken from the Church Planting files written by E. Tandayu, the New Church Developer
OBTAINING TAX ID NUMBER FOR THE NEW CHURCH
(EIN – EMPLOYER IDENTIFICATION NUMBER)

WHAT IS A TAX ID NUMBER?
A tax identification number is a nine-digit number that is assigned to both individuals and entities for tax purposes. Tax identification numbers comprise Social Security Number (for Individuals), as well as Employer Identification Numbers (EIN). A nonprofit organization (like the Church) must also apply for an EIN and must specify their nonprofit status on the EIN application, even though the organization will be considered tax exempt. There is no charge to apply for an EIN number.

INSTRUCTIONS TO CONSIDER:
# 1
Apply for a tax identification number online through the IRS' EIN Assistant. The online application is only available weekdays from 6 a.m. to 12:30 a.m., Saturdays from 6 a.m. to 9 p.m. or Sunday from 7 p.m. to 12 a.m (EST). This application process will provide you with a tax-exempt EIN number instantly after your application is complete. After you enter the EIN Assistant, select “View Additional Types, Including Tax-Exempt and Governmental Organizations” at the bottom of the list for the entity or legal structure type. Press “Continue.” Then select your organization type such as "Community/Volunteer Group" or "Other Non-Profit/Tax Exempt Organization" from the list of different types of exempt organizations. You will be required to enter in the name and Social Security number of a person, or a company name and EIN number for the person or business that is applying for the EIN on behalf of the nonprofit. You will need to list the business address for your organization. And select your primary business activity.

#2
Complete an "Application for Employer Identification Number" (SS-4) and submit your request for an EIN number for your nonprofit by mail. Make sure to check "Church or church-controlled organization" or "Other non-profit organization," and specify your nonprofit business in the “Type of Entity” section. Requesting an EIN by mail may take up to four weeks.

Send the completed application to:
Internal Revenue Service
Attn: EIN Operation
Cincinnati, OH 45999

You may also fax this same application to 859-669-5760. If you want your nonprofit EIN faxed back to you, make sure to include your fax number on the application. IRS will fax the EIN within four days. If no fax number is given on the application, IRS will mail the EIN to the mailing address provided on the application.

#3
Request an EIN by phone. The IRS's Business & Specialty Tax Line is available weekdays only from 7 a.m. to 10 p.m. An IRS representative will ask you questions similar to those found on the application or requested in the EIN Assistant and will immediately issue you an EIN number. You can contact the IRS at 800-829-4933.

Taken from the Church Planting files of E. Tandayu, the New Church Developer
Landmines may refer to mistakes Church Planter may make. They may wound the Church Planter and his family, and sometimes make ongoing ministry difficult or even impossible.

*LANDMINE #1*  
• TRYING TO PLANT WITHOUT BEING CALLED BY GOD

*LANDMINE #2*  
• TRYING TO PLANT WITHOUT BEING A CHURCH PLANTER

*LANDMINE #3*  
• WRONG LOCATION

*LANDMINE #4*  
• PREMATURE BIRTH AND LACK OF CORE GROUP DEVELOPMENT

*LANDMINE #5*  
• RUSHING PEOPLE INTO INFLUENTIAL LEADERSHIP

*LANDMINE #6*  
• POOR PLANNING

*LANDMINE #7*  
• SPIRITUAL OPPRESSION

*LANDMINE #8*  
• LACK OF SUPERVISION, SUPPORT, AND ACCOUNTABILITY

*LANDMINE #9*  
• INSUFFICIENT OUTREACH

*LANDMINE #10*  
• UNREALISTIC EXPECTATIONS

*LANDMINE #11*  
• LOST FOCUS ON EVANGELISM AND DISCIPLESHIP

*LANDMINE #12*  
• NO PROCESS OF MINISTRY

*LANDMINE #13*  
• SIN IN LEADERSHIP

*LANDMINE #14*  
• EXHAUSTED CORE GROUP

*LANDMINE #15*  
• EXHAUSTED CHURCH PLANTING COUPLE

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*Taken from the Church Planting files written by E. Tandayu, the New Church Developer*
YOU WILL RECEIVE POWER WHEN THE HOLY SPIRIT COMES ON YOU.

AND YOU WILL BE MY WITNESSES IN JERUSALEM,

AND IN ALL JUDEA,

AND SAMARIA,

AND TO THE ENDS OF THE EARTH

Acts 1:8