



DISCOVER CHURCH PLANTING

# **Church Planting Guide**

# INDEX

ABOUT PLANTING WITH DCP - 2

INITIAL CONTACTS - 4

ASSESSMENT - 7

DEFINING A MINISTRY FOCUS GROUP AND LOCATION - 9

COACHING - 12

TRAINING - 14

FUNDING - 16

PROPOSAL - 18

FIELD LAUNCH - 24

PUBLIC OPENING/PREPARATION FOR PARENTING - 25

APPENDIX - 26

# ABOUT PLANTING WITH DISCOVER CHURCH PLANTING

## CHURCH PLANTING CONVICTIONS

### 1. **Making New Disciples**

The purpose for any new church plant is to make new disciples who will reproduce other disciples.

### 2. **Supporting Church Planters**

The priority of the Discover Church Planting network is to identify, prepare and send church planters. It is not our primary intention to plant churches as a region, but to prepare planters who plant churches.

### 3. **Urgency of the Need**

We must continually put forward the urgency for church planting in geographical, ethnic and cultural areas that inspires potential mother churches and planters.

### 4. **Multiple Models, One Church**

We recognize there is not a cookie cutter approach to “church”, but in order to engage the continuing support of the Discover Church Planting network it must meet these minimum requirements:

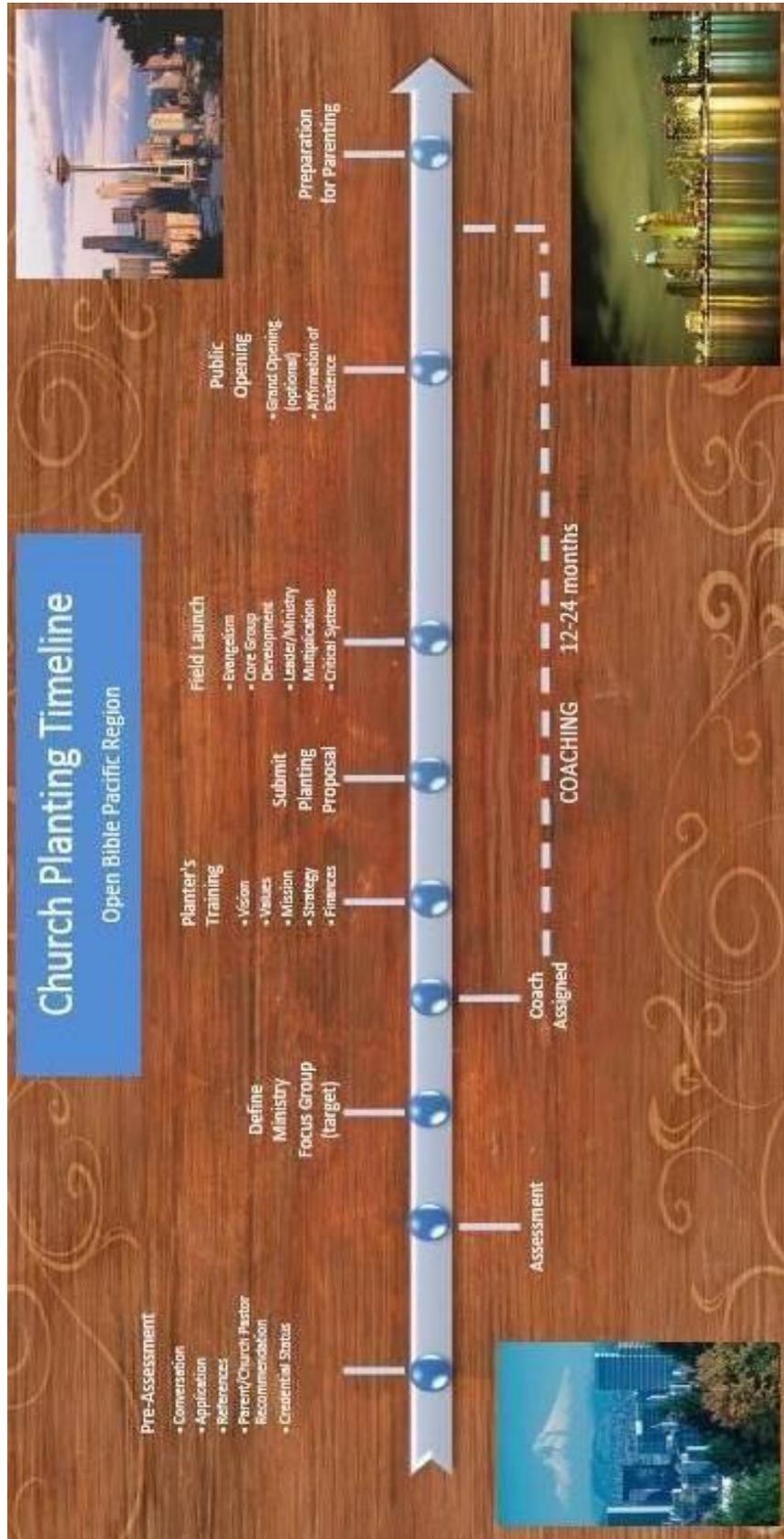
- a. The primary mission is to make disciples for Jesus Christ
- b. There will ultimately be, at a minimum, weekly planned and scheduled gatherings that meet for the expressed purpose of making disciples for Jesus Christ, centered around the Word of God.
- c. There is qualified, called and recognized leadership, licensed by and in good standing with a ministerial licensing agency recognized by the Discover Church Planting network who guides the vision and direction of the church.
- d. They participate regularly in the sacraments of communion and baptism.
- e. They have consistent adherents who are committed to the mission and who show it through their regular participation and financial contribution.
- f. They meet the legal requirements of their DCP approved bylaws and of the state in which they operate.

### 5. **The Indigenous Church**

Our goal is for every church plant to become indigenous, which will be indicated by its ability to be self-governing, self-propagating and self-supporting.

### 6. **Mother Churches**

We believe that the best support model for church planting is the mother church model. We will encourage this model and we will provide supplemental support to mother churches. It is our goal to have every church plant covered by either a mother church or a resource church.



# INITIAL CONTACTS

## Section Overview

### CONTACT INFORMATION

- ❑ Discover Church Planting network Director
- ❑ Mother Church Pastor
- ❑ Organizational Director
- ❑ Pastors Near Target Area

## Details

### WHO TO CONTACT

#### **Discover Church Planting network**

Please contact the Discover Church Planting network. The earlier you make the contact the better. The application, assessment, training and planning processes for church planting can begin even before you are sure of the location and the place for planting.

Most planters make the process harder on themselves and their family by not planning far enough ahead. Even if you are being mothered by a local church, contacting the region can be of great assistance to you. Please contact the director at your earliest convenience.

#### Director, Discover Church Planting network

Chris Hansler

Cell: 253.310.5794

Email: [chris@pacificopenbible.com](mailto:chris@pacificopenbible.com)

Mail: 24604 57<sup>th</sup> Ave. E., Graham, WA 98373

### **Mother Church Pastor**

If you are a staff member of a church, please talk to your lead pastor. If you intend to begin the planting process in less than one year, please talk with your senior pastor within 2 weeks of your initial contact with the regional or district offices if you have not already done so.

### **Other Pastors of Your Organization In Your Target Area**

In order to create a growing movement of church planting, it is essential that relationships with other pastors in the plant area be maintained to the best degree possible. Six months or more before beginning field ministry, meet with all of your organization's pastors within a 20-mile radius of your planting target. Your goal is to communicate your heart and establish a good working relationship. If conflict or disagreements arise due to location or another issue regarding the new plant, contact your district or regional director.

### **Who To Contact If the Church Plant Is In Another Region Or District**

The planter should be in contact with the appropriate district and regional offices as soon as it becomes evident that they are going to plant a church across district or regional boundaries. In particular, other regions may have some different processes in place for communication, approval, funding and support. Even if you are not soliciting any support from the region in which you are planting, in order to create unity and momentum in our church planting efforts, it is critical that you communicate early in the process and clearly about expectations and timing.

### **Organizational Director**

Please contact your current director of the organization or denomination you are affiliated with.

## FOR CANDIDATES NOT CURRENTLY ASSOCIATED WITH AN ORGANIZATION

### **Recruiting To Create A Movement**

The Discover Church Planting network is a movement open to and looking for leaders who will be committed to creating a movement of leadership reproducing and church reproducing ministries that will advance the Kingdom of Jesus Christ. We hold to an orthodox Christian theology and believe in the availability of all of the spiritual gifts. If you agree to the Statement of Faith and establish bylaws agreeable to the Discover Church Planting network you may be a part of the Discover Church Planting network as an independent church plant, though the DCP would have no legal authority over the church.

### **Credentials**

We are a Kingdom-minded movement and seek to bless the advancement of God's Kingdom regardless of affiliation. We desire to work both as partners of established organizations and as a broader unified network of churches. We believe that different streams can work together to plant the gospel in Kingdom-creative ways!

If you are not currently affiliated with an organization that provides ministerial credentials and/or ordination, we do have provision for ministerial credentials within the Discover Church Planting network.

# ASSESSMENT

## Section Overview

- ❑ Pre-Assessment
- ❑ Assessment
- ❑ Decision
- ❑ Contact Info

## Details & Resources

### ASSESSMENT PROCESS

The assessment process is to help you discern where your unique skills, gifting and calling can best be utilized for God’s Kingdom purposes. It may come back that you are not gifted to be a planter, but that you would be better suited to pastor an existing congregation. However, equally important in the assessment is the discovery about how your strengths and weaknesses will affect HOW you go about planting the church and WHO you need to have on your team in order to make the planting process as successful as is possible.

#### **Pre-Assessment**

- Conversation – Make a call to the Discover Church Planting network – 253.310.5794- and speak with the director about your desire to plant a church.
- Application – You will be asked to fill out an **“Application for Church Planting Candidacy”**, or you may find it in on the DCP Web Site at [www.discoverchurchplanting.com](http://www.discoverchurchplanting.com).
- Parent Church/Pastor Recommendation – If you intend to plant out of a parent church, we will ask for a written recommendation from the Pastor of that church.
- Credential Status – This will be checked as a part of the above referenced application.
- Pre-assessment Interview – This may be conducted by the Discover Church Planting network via conference call.
- After the application has been received and evaluated, a decision will be made whether to recommend you to the next step, or suggest other avenues of ministry.

### Assessment

Once the application is received and reviewed, and it is mutually determined that we should pursue planting, you (and your spouse, if applicable) will be scheduled for an assessment by trained assessors. Depending on the situation, the assessment may be 1-3 days in length. The assessment is designed for the following reasons:

1. To determine if an applicant has the skill set and gifting to be a planter. Not everyone is designed to plant and not everyone is designed to pastor. Some people can do both, while others can do either one or the other.
2. To evaluate the strengths and weaknesses of the potential planter. This will help to determine what needs to be worked on, what can be maximized, and what team members may be needed for the effectiveness of the church plant.

Cost of the assessment will either be paid by the planter or by the planter's sending agency (denomination), and the planter will be asked to pay for the travel expenses to and from the assessment.

### Decision

At this point the assessment team will recommend one of three options:

- **Recommended:** The DCP enters into an agreement with you to pursue a new church plant
- **Recommended with Conditions:** The DCP agrees to move forward towards a plant once prescribed additional criteria are met.
- **Redirected:** The DCP recommends other avenues of ministry besides planting.

### Who To Contact

**To schedule an assessment, contact:**

Chris Hansler –Pacific Planting Director

Cell: 253-310-5794

Email: [chris@pacificopenbible.com](mailto:chris@pacificopenbible.com)

Mail: 24604 57<sup>th</sup> Ave. E., Graham, WA 98338

### \*Note To Mother Church Pastors

While it is often tempting for you as mother churches to bypass the processes of assessment and training, please do not. Whereas 30 years ago, the success rate of planting was 20 percent, now the success rate is between 60 and 80 percent for churches and denominations that are using the assessment and training processes that we utilize. The processes do not replace prayer or the call of God in any way; they simply sharpen the understanding of the call and the process of prayer in the planting process as well as the leadership qualities and decisions necessary to be successful.

# DEFINING A MINISTRY FOCUS GROUP AND LOCATION

## Section Overview

- ❑ Important Questions
- ❑ Why a “Ministry Focus Group”
- ❑ Types of Target Definitions
- ❑ Demographics Research

## Details & Resources

### Important Questions

At this stage there are many questions to be answered (some of which you will have already answered in the Application for Church Planting Candidacy):

- Where is it that you feel called to plant?
- Who is it that God has given you a burden to reach?
- What is your connection to this community?
- What are the demographics of this community?
- What resources (networks, partner ministries, friends, family, etc.) are presently available to you in this Ministry Focus group?
- Who needs to be contacted? Contact the following to let them know your intentions, to build good will and to keep lines of communication open.
  - Organizational Director for the area in which the church will be planted.
  - Other local Pastors in the target community (within 15 miles), after they have been contacted by an organizational representative.
  - Other pastors in the area with whom you have relationship

### Why a “Ministry Focus Group”?

Some people do not like to define a “target group” because they feel that it eliminates people. A target does not eliminate people; it simply defines whom you are going to reach initially and whom you are going to reach best. Jesus had an initially defined narrow target—the lost house of Israel. Yet, Jesus’ long-term goal was to reach the entire world. The Apostle Paul had a target—the Gentiles. Yet, Paul also reached many Jews.

Established churches can often reach a wider range of people. Church plants don't have the resources (time, energy, staffing, money) to reach the broad range of needs represented by a broad range of people. Therefore, most successful church plants define their target group more narrowly and become good at bringing the good news of the Gospel to the needs of a specific type of people. Once momentum is established and resources are more readily available, the target group can broaden. However, broad target groups from the very beginning water down your effectiveness because your energy and message is spread out more thinly.

### Types Of Target Definitions

Your target can be defined around a basis of common needs and interests among a group of people. Common target definitions are socio-economic, ethnic, generational, or family life cycle (young families, singles, etc.).

Multi-cultural, as an initial target group, only seems to work well if the neighborhood being targeted is strongly multi-cultural in its identity. If Hispanics live in one area and don't mix with the African

Americans who live a couple blocks away, then the identity of the neighborhood is not multi-cultural.

**This doesn't mean you don't plant multi-cultural**, but it does mean you need to be that much stronger in your sense of divine calling that the church is to be built as a multi-cultural church from the ground up.

One factor to consider if you are targeting a combination young age and life station target is to enfold into your launch team some older or more mature people on the team that can help you with the discipleship and mentoring of the target you are reaching. For example, if you are going after 20-year-old singles and newlyweds, find some 40 through 70 year olds who have a heart for that age group and who are willing to encourage the style issues that are required to reach this target even if they themselves do not like the loud music or whatever other style things that are required.

### Demographics Research

#### Percept Inc.

Contact: [www.ministryarea.com](http://www.ministryarea.com) or <http://www.perceptgroup.com>

Cost: \$219

Includes: Creates a digital, online "Ministry Area Profile" based on parameters you set while you wait.

#### US Census Bureau

Contact: [www.census.gov](http://www.census.gov)

#### Barna Research Group

Contact: [www.barna.org](http://www.barna.org)

## Defining a Ministry Focus Group

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Aubrey Malphurs lists five things that church partners and planters can do in order to develop a community portrait.

1. Build Relationships with Lost People.
2. Listen to the Culture.
3. Read what (Community) People are Reading.
4. Collect and Interpret Demographic and Psychographic Data.
5. Develop and Implement a Community Survey.

Aubrey Malphurs, *Planting and Growing Churches for the 21<sup>st</sup> Century: A Comprehensive Guide for New Churches and Those Desiring Renewal*, 2<sup>nd</sup> ed. (Grand Rapids: Baker Books, 1998), 175-77.

One of the most common tools used to identify and understand the ministry focus group are demographic and psychographic studies. Be forewarned that these tools can mislead if used incorrectly. In *Planting Missional Churches*, Ed Stetzer warns of the “Fallacy of Average.” This problem arises when the demographic study covers an area that includes peoples groups outside of the ministry focus group. For example, one church planter in California was excited when the demographic study showed the average age of his “ministry focus group” was 34 years—the exact age he was targeting. However, it turned out that almost no-one 30-39 years old lived in his focus area. The average stemmed from a large number of “busters” and their young children and a high number of couples over 60 years old. The same “fallacy of average” can occur with other demographic statistics.

This problem of “fallacy of average” can be greatly minimized by clarifying the area to be studied. The most commonly requested demographic study areas are zip codes. However, these also result in a high fallacy of average. Many communities of 50,000 residents are covered by one zip code. A better approach is to use “census tracts.” Demographics can also be requested using street boundaries, driving times and “micro-grids.”

When requesting demographic and lifestyle reports, remember the old computer adage—garbage in—garbage out. Generally, the only way to receive useful information is to have first-hand knowledge of the area you are requesting demographic information for.

### Section Overview

- ❑ Support
- ❑ Resources
- ❑ Accountability
- ❑ Practical Expectations for the Coach
- ❑ Practical Expectations for the Planter in the Coaching Relationship

### Details & Resources

## COACHING

After you have been assessed and it is determined to move forward with church planting, you will enlist a trained church planting coach through the Discover Church Planting network. You will enter into a contractual agreement (see sample in the appendix) which will set parameters for your coaching relationship. The coach's role is to help you work through the challenges and excitement of planting throughout your planting process. Each coach comes to a planter with an assumption that God has given the planter all they need to be effective, and the coach just works to draw that out through good questions and conversation. They will provide the following 3 key things:

### 1. Support:

- *Prayer for personal needs.*
- *Encouragement and affirmation of ministry and calling.*
- *Care in times of difficulty, or marriage & family pressures.*

### 2. Resources:

- *Training from personal experience.*
- *Recommended reading materials*
- *Web-based training*
- *Referrals to others who may help in a particular area, or to seminars or conferences.*

### 3. Accountability:

- *For follow through on assignments.*

- *Giving deadlines.*

- *Asking about personal spiritual vitality and moral integrity.*
- *Helping to stay focused on primary goals.*
- *Receiving necessary reports*

### **Practical Expectations for the Coach:**

- **Monthly Contacts:** The coach will be available to the planter approximately twice a month for up to two years, depending on the need:
  - 1 time per month – personal contact by phone, skype or in person
  - 1 time per month – e-contact (email, Facebook, etc.)
- **On-Site visits:** Depending on proximity to the planter, we recommend that the coach be on-site at the church plant at least one time every 4 months.

### **Practical Expectations for the Planter in the Coaching Relationship:**

- **Preparedness:** Please be prepared in advance and on time for each appointment. A lack of follow through will delay the coaching appointments until the assignments are completed.
- **Planting Report submitted by e-mail each month** (*see sample in appendix*)  
Failure to submit a report will interrupt the coaching process and any funding.

## Section Overview

- ❑ Training and Proposal Checklist
- ❑ Church Planting in the 21<sup>st</sup> Century
- ❑ Quarterly Planters' Cluster
- ❑ Critical Systems Checklist

## Details & Resources

### TRAINING AND PROPOSAL CHECKLIST

#### **Prior To Church Planters' Training**

- Assessment Process completed
- Target defined
- Secure an updated list of approved coaches from the Discover Church Planting network
- Work with the director of the DCP to secure a coaching commitment

#### **After Church Planters' Training**

- Complete proposal and submit it to the mother church leadership and the Discover Church Planting network.
- Finalize agreements with the mother church (*if applicable*) regarding the launch team recruiting, training, and development boundaries and processes

### TRAINING

#### **Church Planting in the 21<sup>st</sup> Century**

The region currently uses an online course adapted from New Hope Christian College. The course is entitled, "Church Planting in the 21<sup>st</sup> Century." This includes 15 hours of online video training and supplemental assignments. In this course the planter and spouse work through refining their initial church planting plans and processes. This training may be replaced or supplemented with

additional resources such as other classes, workbooks, reading material or video training. The DCP reserves the right to utilize other training programs that may become available.

For approved planters, the DCP typically covers the cost of Discover Church Planting network training, including the cost to enroll in the above class. Childcare expenses are the responsibility of the planter. In the case of mother church plants, the mother church and the DCP typically share the costs.

### **Quarterly Planters' Cluster**

We gather once per quarter at various locations for a one day practical training and connection time. For assessed and approved planters, many costs associated with this are provided by the Discover Church Planting network.

### **Critical Systems Development**

For identification of critical systems and the issues associated with them, see the Critical Systems Checklist later in this guide.

One of the most significant keys to the success of a plant is the ability for the planter and team to focus 50 percent or more of their time on evangelism and gathering activities during the field launch and grand opening phases. In order to do this, the planter and team need to identify and develop many of the materials they will need to facilitate the life of the church. For example, the planter and team need to identify and develop the materials or systems they will use for

- Evangelism
- Financial management
- Worship
- Assimilation
- Membership
- Basic discipleship
- Children's ministry
- Leadership training

The more of these things that can be accomplished prior to field launch, the less time the planter and team will have to spend behind the computer and in books and the more time they will have to evangelize and gather. The planter should, in this stage, begin the identification and gathering of these resources and then should complete the development of most of these resources in the public announcement stage when they are recruiting their launch team.

# FUNDING

## Section Overview

- ❑ Funds raised by the church planter/core team
- ❑ Funds/Resources provided by a mother church or a “resource” church
- ❑ Funds provided through Discover Church Planting network

## Details & Resources

### **Funds raised by the church planter/core team**

We expect that the vast majority of church planters will work another job, at least part time, in the community in which they will be planting. This is important for two reasons: 1) It connects the planter with people in the community, 2) it provides financial support for the planter and his family. An important part of the leadership initiative of a planter is the ability to motivate others to partner with them financially in their mission venture. This can happen through many possible avenues such as:

- a. Support letters to friends & family members asking for a monthly commitment (ideal) or a one time gift of support.
- b. The tithes and offerings of core team members and people in the community
- c. Outside grants from organizations or businesses supportive of church planting

### **Funds/Resources provided by a mother church or a “resource” church**

A mother or resource church may be able to provide support in a number of ways as well, including these possibilities:

- a. Monthly budgeted financial support.
- b. A one time financial gift to the church plant
- c. Providing important services and/or resources such as:
  - i. Running the new church finances through the mother/resource church’s financial structure for one year (\$5,000.00 value)
  - ii. Inviting the planter & core team to existing leadership training at the church  
(priceless 😊)
  - iii. Giving or loaning equipment:

- a) Sound system (\$1-5,000.00 value)
- b) Trailer (\$3,000.00 value)
- c) Curriculum
- d) Folding chairs

iv. Providing office or occasional meeting space

As you can see, it is important not to underestimate the value of this type of support, as it can easily exceed \$15,000.00, not to mention the important emotional value this provides.

### **Funds provided through Discover Church Planting network**

We want to not only reach people through one church, we want to plant many growing churches that will also plant other churches. We want to see a reproducing movement of churches that are reaching people for Jesus. We assume you want that too. As such when we invest in a new church plant we see you as a partner and expect to see a return on that investment. That return includes:

- Many people coming to Jesus
- People becoming healthy disciples who reach others
- That your church will launch other churches and ministries
- You will give 7% of your general offering to the DCP to reinvest in other church plants until benchmark and training money provided by the DCP is repaid, and then 2% after that as long as you remain a member of the DCP.
- Your participation in the present and future promotion and leadership of church planting through the DCP.
  - Champion the cause of planting to others (including blogging & other web-based interaction)
  - Participate as a leader (i.e. assessor, coach, trainer, etc.)

We will provide:

- a. Cost of Assessment (\$2,500.00 value)
- b. Training events and travel expenses associated with training (approx. \$2,500/yr.)
- c. Discounts on non-DCP training events
- d. Coaching for 12-24 months from approval (priceless ☺)
- e. Benchmark-based funding of up to \$40,000.00 through the 1<sup>st</sup> year after public launch (\$25,000 max pre-launch). This amount depends largely on the DCP's agreement with your partnering organization.

Every church plant is different. Because of this, the funding needs for every church plant are unique to their situation. As such, there is not a “cookie-cutter” funding arrangement for every church plant – some will need more, and some will need less. Through the development of the church planting proposal, funding requests are made to the Discover Church Planting network. Funds are provided on a matching funds basis, dependent on achieving benchmarks.

# PROPOSAL

## HOW TO DRAFT YOUR CHURCH PLANTING PROPOSAL

### Cover Page

- Church Name
- “Church Plant Proposal”
- Name of Planter
- Target Location Of Plant
- Date
- Church Logo (if you have one – not essential at this point if you do not have one)

### Summary Page: Page 1

- Mission Statement
- Ministry Focus Group
- Core Values
- Projected Field Launch<sup>1</sup> and Projected Public Opening<sup>2</sup>
- Type of Plant<sup>3</sup>

### Proposal Detail

*\*\*\*PLEASE NUMBER THE PAGES IN THE PROPOSAL\*\*\**

#### WHY START A NEW CHURCH?

- Statement of calling.
- State your vision – briefly.
- State the reasons for church planting.
- Demonstrate the need for new churches in your target area.

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<sup>1</sup>“Field Launch” is defined as the date which you are in your target area and starting formal outreach and gathering activities in order to assemble your launch team.

<sup>2</sup> Defined as the first major service that is heavily advertised in the community as being the “new church.” There may be a number of monthly preview services or even a couple months of weekly preview services prior to the Grand Opening.

<sup>3</sup>“Pioneer Plant” is defined as the planter family and 1 other couple as field launch team, “Hive plant” is defined as the planter family and several other family units from a mother church starting a new work in the same town, county or metropolitan area within approximately 25 miles of the mother church (30 to 40 minutes), “Transplant” is defined as the planter family and several other family units from the mother church moving to plant a new daughter church more than 25 miles (30-40 minutes) away from the mother church, “Congregational birth” is defined as planting a new church within the existing mother church targeting a different ethnic, cultural or generational group (like a Hispanic congregation or a Gen X congregation, etc.).

*Please keep this section to no more than 2 or 3 pages. In demonstrating the need for new churches in your target area, please include only highlights from your demographics that specifically apply to this question.*

### **WHO IS MY MINISTRY FOCUS GROUP?**

- Describe your ministry focus group.
- Describe the community needs.
- Include appropriate demographics.
- Describe the proposed location.

*Please keep this section to no more than three pages in the main body of the proposal. Any additional information may be put in the appendices.*

### **WHAT KIND OF CHURCH ARE WE TRYING TO PLANT?**

- State your core values within the behavioral detail that you would include if you were to have a membership class. Please keep the core value detail to one page.
- State and expand your mission statement. In stating your mission statement, you're giving us your 30 second version of what you would say to someone asking you, "what is your church about?" in your expanded mission statement, please give us what you would say to someone if you had three minutes to explain what your church is about? Please keep this section at one page with double spacing between paragraphs.
- Describe your churches ministry style.
- Include a visual demonstration of your ministry flowchart. The visual demonstration should easily fit on one page and show the general flow of people through your organization from evangelism to leadership releasing. You do not need to detail all of the classes, rather categorize class or ministry types so that your flowchart is simple and easy to follow.
- Following the visual ministry flowchart, please briefly address each of the main components of ministry flowchart. Within each component briefly address in a couple sentences how people will move into and out of a particular aspect of your ministry model. In addition, for any components that include curriculum or specific events please list in summary fashion 3–5 ideas and resources that will be used to implement that component. For example, if one component is servant evangelism activities, then list five specific types of serving evangelism activities that you think would be appropriate for your target audience.

### **WITH WHOM WITH WILL YOU PLANT THIS CHURCH?**

- Include a profile of any confirmed ministry partners.
- Indicate how many a team members are currently committed to the plant.
- Indicate how many intercessors you have recruited.
- List the roles in your church plant that you and your spouse (if applicable) will fill in the first two years.
- Make a brief summary list of the roles or specific talents that you must recruit in your team members that you or your current team are not able to do.

### HOW AND WHEN WILL YOU PLANT THIS CHURCH?

- Include a detailed strategic plan.
- Include a detailed timeline for the first 18 – 36 months.
  - Include financial benchmarks connected to this timeline (see below)
  - Be sure to include goals for team development (how many, roles needed)
  - Be sure to include specific goals for community contacts. How will you connect with the unchurched community? How many contacts do you hope to make?
- Include a detailed explanation of how you will gather your core group.

### HOW MUCH WILL COST AND WHAT ARE YOU DOING TO RAISE SUPPORT?

- Include a start-up budget.
- Include a cash-flow analysis.
- Define your funding strategy. In defining your funding strategy, please address bi-vocational employment issues, church based fund-raising including any itineration if any is planned, and include a summary of your personal fund-raising plans. In the appendix include a one-page personal fund-raising letter that is a model for what you intend to use, immediately followed by a list of all the names of people you intend to send the fund-raising letter to categorize by their relationship to you (family, work associates, friends, ministry acquaintances).
- Draft a benchmark-based funding proposal. It should be drafted in the following way:
  - It should be in a table format starting with the date of your approval from assessment.
  - It should list benchmarks at least every 2-3 months.
  - It should include the following elements throughout the proposal:
    - What you plan to do for **leadership training**
    - What you will do for **community connections**, and **how many** you hope to make. i.e. “We will have a community barbecue and each team member will invite 10 people with the hope of reaching 100 new people.”
    - **Finances** – How much you will raise and how you plan to raise it. Also, how much you are asking the Discover Church Planting network for. (Note: Funds are granted on a matching funds basis only. The DCP will only give if the plant has raised at least as much as it is asking for.)
    - **Gathering numbers** – How many do you hope to have in your team meetings and in your services?
    - **Administration** (Bylaws, incorporation, charter, insurance, etc.)

**Please see the sample on the following page:**

Date	Benchmark	Church Team Raised	Discover Church Planting	Total Funds
Nov. 10	<ul style="list-style-type: none"> <li>Move to church plant community</li> <li>Secure advisory team of seasoned and respected leaders/pastors</li> </ul>	2500.00	2500.00	5000.00
Jan. 11	<ul style="list-style-type: none"> <li>Develop a Core Team of 15</li> <li>Secure at least 10 intercessors for the plant</li> </ul>			
Mar 11	<ul style="list-style-type: none"> <li>Begin Launch Team development of 25 and establish Team leadership</li> <li>Complete “Church Planting in the 21<sup>st</sup> Century” training</li> <li>Begin incorporation process</li> <li>Begin process to charter with sending agency</li> </ul>	4000.00		4000.00
May 11	<ul style="list-style-type: none"> <li>Leadership Team to develop relational groups of 10-15 with 3x month contact</li> <li>Launch Team of 30.</li> <li>Identify worship, children &amp; assimilation leaders</li> <li>Secure church insurance</li> <li>Work with Coach to set budget</li> </ul>	5000.00	5000.00	10000.00
July 11	<ul style="list-style-type: none"> <li>Leadership training for areas of worship, children’s ministry and assimilation.</li> <li>Do community outreach event that meets needs of the community, with each team member inviting at least two others to help with the event.</li> </ul>	6000.00	6000.00	12000.00
Oct. 11	<ul style="list-style-type: none"> <li>Train in small group dynamics</li> <li>Have four groups of 10-15 meeting weekly.</li> <li>Identify &amp; train hospitality team.</li> </ul>	9000.00		9000.00
Jan. 12	<ul style="list-style-type: none"> <li>Launch/Leadership Team of 60 meeting bi-weekly</li> <li>1 Outreach event hoping for 200 community connections</li> <li>Establish 6 month outreach strategy for continual community connections.</li> </ul>	12000.00		12000.00
Feb. 12	<ul style="list-style-type: none"> <li>Purchase essential equipment</li> <li>Secure meeting place</li> <li>Preview Service #1: 300 personal invites from our Launch Team – goal of 100 in the service.</li> </ul>	6000.00	6000.00	12000.00
March 12	<ul style="list-style-type: none"> <li>Preview Service #2: 300 personal invites from our Launch Team – goal of 120 in the service.</li> <li>6 Small groups meeting weekly</li> </ul>	6000.00		6000.00
April 12	<ul style="list-style-type: none"> <li>Launch Service – goal of 150 in service</li> </ul>			
<b>Total to Launch</b>		<b>\$50,500.00</b>	<b>\$19,500.00</b>	<b>\$70,000.00</b>
June 12	<ul style="list-style-type: none"> <li>Average Attendance of 130</li> <li>Continue monthly leadership training.</li> <li>Establish 6 month outreach strategy for continual community connections.</li> </ul>	22500.00	5000.00	27500.00
Oct 12	<ul style="list-style-type: none"> <li>Community Outreach Event</li> <li>Continued monthly Leadership development</li> </ul>	24000.00	5000.00	29000.00
<b>Total Post Launch</b>		<b>\$46,500.00</b>	<b>\$10,000.00</b>	<b>\$56,500.00</b>
<b>GRAND TOTAL: Nov. 10 – Oct.12</b>		<b>\$97,000.00</b>	<b>\$29,500.00</b>	<b>\$126,500.00</b>

## HOW CAN ONE BE INVOLVED?

- Specific prayer needs
- Volunteer needs
- Potential contacts
- Equipment needs
- Financial needs

## PROPOSAL APPENDIX

Try to keep all of the above sections of the proposal as brief as possible and yet containing the information requested. Where possible put detail that may be of interest in the appendix and reference material in the appendix in the body of the proposal. Either reference by page number, or by See Appendix A, See Appendix B, etc.

**If you have questions, please feel free to contact Chris at 253-310-5794 or by email at [chris@pacificopenbible.com](mailto:chris@pacificopenbible.com) (it is often quicker to get a response via email – if you call via phone and leave a message, indicate a couple of two hour time blocks in which you can be reached in the next couple of days. If you have email, please leave your email address and you will get a confirmation by email of a phone appointment time).**

# FIELD LAUNCH

## THIS IS WHEN IT BECOMES VERY REAL!

In this stage the planter moves to the community and begins living out the proposal and adjusting as necessary. This period may take anywhere between 3-18 months, depending on many factors including previous knowledge/connection with the area, cultural understanding, planting approach, finances, etc.

This phase may include the following:

- **Find employment** – providing both needed income and connection to the community.
- **Coaching & Training** become critical
- **Relationship Building/Evangelism** in the community
- **Core Group Development** of those you have gathered in the community
- **Fund Raising** through the strategy established in the proposal
- **Multiplication of Leaders and Ministry**
  - Planned times of leadership training and development
  - Provide intentional times for potential leaders to practice leading
- **Critical Systems Development\*** - these may include:
  - Administration (see the administrative guide in the appendix)
    - Organizational/Denominational Affiliation (if applicable)
    - Incorporation
    - Insurance
  - Discipleship
  - Assimilation
  - Worship
  - Children’s ministry
  - Small groups
  - Leadership structure
  - Meeting place
  - Financial management

*\*See the “Critical Systems Questions” in the appendix*

# PUBLIC OPENING/ PREPARATION FOR PARENTING

THE DAY IS FINALLY HERE! THIS IS WHEN YOUR CHURCH GOES ““LIVE””.

## Public Opening

- ❑ Launch or Grand Opening service is held.
- ❑ Church begins a recognized, regular schedule of ministry in the community.
- ❑ Discover Church Planting network provides on-going coaching during this time.

## Preparation for Parenting

### ❑ Vision for Mothering

We want to see all of our church plants have “mothering a new church within five years” in their church’s vision. In order for this to happen, the new church must have adequate vision and opportunities in place for ongoing outreach and evangelism, and new leadership identification and development. They must also seek to strengthen the critical systems of the church to prepare them for the eventuality of launching a daughter church.

### ❑ Post-Launch Benchmarks

It is also in this stage that you will set Post-Launch benchmarks to make sure that you continue to reach lost people and develop leaders as a part of pasturing a great church! Up to \$10,000.00 is available in post-launch matching funds in the first year of a church plant.

### ❑ Ongoing Support

Your coach and the Discover Church Planting network will walk with you for up to two years after they have been enlisted as part of our agreement. At that point, we believe it is important to continue to seek support. You are encouraged to continue to secure your coach’s help with a new contract that you negotiate. Also, as a Discover Church Planting network church you will continue to be a member church for 5 years after inception, and as such will be invited to continue to participate in DCP events.

# APPENDIX

## Section Overview

- ❑ Sample Coaching Covenant
- ❑ Sample Planting Report
- ❑ Administrative Guide
  - By Laws
  - Incorporation
  - Federal Employee Identification Number
  - Chartering with Sending Organization/Denomination
  - Liability and Property Insurance
- ❑ Critical Systems Questions
- ❑ Contacts

## Sample Coaching Covenant

Between \_\_\_\_\_ and \_\_\_\_\_  
*Coach* *Planter*

### Values

This coaching relationship will be characterized by the following values:

- **24/7 Accessibility:** It is the client’s responsibility to initiate contact. Communication will be done primarily through e-mail. Phone appointments & conference calls are made on an “as-needed” basis.
- **Communication:** The planter, coach, Pacific Planting director, and Sending Organization/Denomination director should be included in the information loop on all email communication.
- **Personal Nurture:** If married, I require that you have a “date” with your spouse at least 2 times per month to gain “respite” from the project. (Failure to comply will interrupt the coaching process, until this goal is met.)
- **Honesty:** We will speak the truth in love.
- **Confidentiality:** Issues and concerns in a coaching relationship are 95% open to the rest of the team, including the supervisor. In those rare cases where the information is confidential, it will not be shared outside this relationship without prior approval.  
*Exception: If I feel marriage is in trouble or self-destructive behavior is not being attended to, I will ask you to notify your supervisor.*
- **Prayer:** We will pray for one another on a regular basis

### Practical Expectation for the Planter

- **Preparedness:** Please be prepared in advance and on time for each appointment. A lack of follow through will delay the coaching appointments until the assignments are completed.
- **Planting Report submitted by e-mail each month**  
Failure to submit a report will interrupt the coaching process and any funding.

### Practical Expectations for the Coach.

- **2 planned contacts per month\***
  - a. 1 “e-contact” for encouragement and a brief checkup (i.e. facebook, e-mail, etc.)
  - b. 1 personal contact for actual coaching (by phone, skype, or in person)*\*Details of these contacts, or other unique arrangements will be made between the coach and the planter.*
- **An on-site contact at least once every 4 months.**

The length of this coaching covenant is for \_\_\_\_\_ months beginning in \_\_\_\_\_, 20\_\_\_\_, with the possibility of extension.

Coach \_\_\_\_\_ Planter \_\_\_\_\_

## Sample Planting Report

### Church Planting Monthly Report

*Instructions: Complete this report monthly. Fill in only those boxes shaded in yellow. After completing the report, save it as "<Planter's Last Name.Month>" (i.e. Hansler.march) and e-mail it to your coach.*

Month		Year	
-------	--	------	--

Name		Church	
City		State	

Most Recent Benchmark Achieved	
--------------------------------	--

Sample

Finances	
Starting Balance	
Income	
Tithes & Offerings	
Outside Support	
<b>TOTAL INCOME</b>	\$ -

Expenses	
Pastoral Salary & Housing	
Other Expenses	
	\$ -

<b>ENDING BALANCE</b>	<b>#VALUE!</b>
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## Administrative Guide

### Handling Money Prior To Completing Incorporation And Charter

Fundraising, receipt of money and the disbursement of money prior to completion of state incorporation and Organizational charter needs to be done in the following manner.

1. Establish an agreement with the mother church or with the DCP to receive donations for you and issue the tax deductible receipts for you (donations will not be tax deductible unless the checks are written out to and funneled through a 501(c)3 church corporation and treated as designated missions giving).
2. The church or DCP receiving the funds will issue the funds in accordance with your approved planting proposal or in other mutually agreed upon arrangement.
3. Church funds need to be deposited in a separate checking account from your personal account.
  - a. If you are not incorporated with the state and do not have an EIN number, you may put the primary name of this account as your name and list it as a business account on the bank statements and checks.
  - b. If you have *Your State* incorporation and EIN number you can open an account in the name of the church even without the Charter being completed—however, until the Charter is complete you cannot receive any tax deductible contributions or issue and tax deductible receipts.
4. Send an accurate accounting of your business checking account to the church who is handling the money for you and/or to the Discover Church Planting network each month with brief diary describing (phrase or sentence) the purpose of the expenditures.

### Incorporation And Chartering Process

#### General Instructions

Non-profit incorporation is done with the state in which the church will reside. This is NOT the same as getting your non-profit 501(c)3 status with the IRS. *Your State* non-profit incorporation papers will indicate that you are a 501(c)3 entity, but you will actually gain your official status as a 501(c)3 entity after *Your State* incorporation process is complete.

For denominationally affiliated churches, you may receive your 501(c)3 status through your organization. This saves you a great deal of work, money and headaches! Check with your denominational office.

The Bylaws, or Constitution and Bylaws, are the guidelines by which you conduct business in the church. They generally do NOT need to be filed with the Articles of Incorporation. They are in-house “legal” guidelines that, if written well, will greatly facilitate ministry and prevent legal issues

from arising to the detriment of the congregation and the minister and staff. When writing bylaws, think ahead to when you or the current leadership is not present in the church—what will happen then if someone wants to abuse power or money. Bylaws are a difficult thing to change significantly, so write them well, write them prayerfully, and write them thoughtfully in regard to clarity of communication and legal issues the first time and you could very well spare the congregation of a future split or legal problem!



Bylaws are a difficult thing to change, so write them well and follow them! They could spare you and your congregation future pain and legal difficulties.



### State-By-State Information

#### **Alaska**

##### Contact Information

Government Office Title: Alaska Division of Corporations, Business and Professional Licensing

Web Page: <http://www.commerce.state.ak.us/occ/>

#### **Arizona**

##### Contact Information

Government Office Title: Arizona Corporation Commission

Web Page: <http://www.azcc.gov/divisions/corporations/filings/forms/packets.htm>

#### **California**

##### Contact Information

Government Office Title: California Secretary of State

Web Page: <http://www.ss.ca.gov/business/corp/corporate.htm>

#### **Hawaii**

##### Contact Information

Government Office Title: Hawaii Business Express

Web Page: <http://www.hawaii.gov/dakine/index.html>

### Idaho

#### Contact Information

Government Office Title: Idaho Secretary of State Business Entities

Web Page: <http://www.sos.idaho.gov/corp/corpform.htm>

### Nevada

#### Contact Information

Government Office Title: Nevada Secretary of State

Web Page: <http://nvsos.gov/index.aspx?page=425>

### Oregon

#### Contact Information

Government Office Title: Oregon Secretary of State

Web Page: <http://www.filinginoregon.com/index.htm>

### Utah

#### Contact Information

Government Office Title: Utah Division of Corporations

Web Page: [http://corporations.utah.gov/osbr\\_phase\\_2.html](http://corporations.utah.gov/osbr_phase_2.html)

### Washington

#### Contact Information

Government Office Title: Washington Secretary of State

Web Page: <http://www.sos.wa.gov/Corps/Default.aspx>

### **Federal Employer Identification Number (EIN) – SS-4 Form**

#### Contact Information

Government Office Title: Internal Revenue Service

Web Page: <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

### **Chartering With Your Denomination**

Contact your denominational office for information on affiliation.

### **Obtaining National Non-Profit (501c3) Status as an Independent Church**

Start here: <http://www.irs.gov/Charities-&-Non-Profits/Applying-for-Tax-Exempt-Status>

### **Liability and Property Insurance**

Please call the Discover Church Planting network, or contact your denominational office for referrals to insurance agents and guidelines on securing the right kind of coverage.

## Critical Systems Questions

Do you have in place:

- Administrative procedures and legal issues that are necessary to run the corporate side of the church?
- An understanding that every ministry, and every group must be outward focused?
- Worship ministry?
- Relationally based assimilation and discipleship points?
- Do you have effective leadership development going on?
- Do you have the financial base necessary to handle the costs of weekly rental, equipment needs and costs?
- Is your children's ministry running adequately to meet the needs of your target group?
- Do you have adequate service related staffing for ushers, setup and tear down, etc.?

Is your leadership development at a place where you could double or triple in size in all of the areas above that would grow upon the launch of a grand opening?

- Do you have enough small group leaders equipped and ready to go to handle a significant increase in size?
- Do you have enough children's space and workers to handle a significant increase in size?

## Critical Developmental Issues

- Where are your values being expressed? Is your DNA established and evident?
- Which values are not being expressed?
- Have you seen evangelism occur? Has evangelism occurred through the ministry of people other than the planter and the closest inner core of leadership?
- Are these values being expressed by more than the planter and inner core of leadership?
- If you are a small group relationally focused church, are your small groups reaching pre-Christian people with a sense of belonging and faith prior to those people coming to the main services? Or are all the people who are seeking a relationship with Jesus coming in through the main events and services?
- Are leaders being developed and multiplied or are they simply being identified from pre-existing Christian leaders?
- Is your inner core of leadership reproducing themselves

**Contacts:**

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