

Manitoba-Saskatchewan Conference Church Planting Policy

Voted by the Man-Sask Board of Directors, November 27, 2011

The statistics are conclusive—new churches grow faster than mature churches. Church growth expert Peter Wagner claims, “The single most effective evangelistic methodology under heaven is planting new churches.” The reason why we plant new churches is to reach the harvest.

This document outlines the steps involved in the growth of a congregation from a CHURCH PLANT GROUP to a COMPANY to a CHURCH.

OVERVIEW:

- A. Man-Sask Church Planting Coordinator Responsibilities
- B. Man-Sask Church Planting Options
- C. An Overview of the Man-Sask Church Planting Process
- D. Strategy for Lay-Led Church Planting
- E. Six Stages of Church Planting
- F. Forming a Church Planting Group
- G. Organizing Into a Company
- H. Organizing Into a Church

FORMS:

- Lay Church Planter Application
- Coaching Agreement Contract
- Church Planting Group Application
- Church Planting Proposal Guide
- Budget Proposal Worksheets
- Application for Company Status
- Application for Church Status

A. Man-Sask Church Planting Coordinator Responsibilities

1. Promote church planting within the conference.
2. Identify, empower and equip lay church planters.
3. Train pastors to serve as coaches for our lay church planters.
4. Organize an annual church planter’s appreciation event.
5. Coordinate annual training events.

B. Man-Sask Church Planting Options

In the Manitoba-Saskatchewan Conference there are two basic options for church planting.

1. **Simple Church.** This is an Adventist lay-led house church planting movement. In this model, mission-minded church members raise up small congregations that meet in homes—just like the early believers in New Testament times. These home-based congregations have a simpler worship format and organizational structure than do conventional congregations. Simple Church training is offered online at www.SimpleChurchAtHome.com.
2. **Conventional Church Planting.** In this model, the church planting team envisions growing a larger congregation which will meet for worship in a facility which is either rented or purchased by the congregation. It is this model to which the policies of this document pertain.

C. An Overview of the Man-Sask Church Planting Process

1. A prospective church planter contacts the church planting coordinator to indicate his desire to start a new church. He submits a Lay Church Planter Application to the coordinator.
2. To qualify as a church planter, the prospective individual must first recruit a core group of at least 10 people. The successful completion of this task demonstrates leadership ability.
3. Once a prospective church planter has recruited a core group, and his Church Planter Application is accepted by ADCOM, he will be paired with an area pastor who will serve as his coach. (Normally this will be the pastor of the sponsoring mother church.) The pastor and the church planter will meet monthly for coaching sessions.
4. Once the mother church has voted support for the group, the church planter submits to the conference coordinator the Church Planting Group Application.
5. Once approved by ADCOM, the group begins working through the first three stages of church planting: the conception stage, the development stage, and the birth stage. Details of this work will be written up in a Church Planting Proposal and submitted for approval to the Conference Board of Directors at least six months before the public launch of the new church. (It normally takes 9-12 months to complete these first three stages, and launch a new church.)
6. Once the proposal has been approved by the Board of Directors, the church plant group begins working in earnest toward their launch day.
7. The Group applies for Company Status once there are at least 20 baptized members.
8. The Company applies for Church Status once there are at least 40 baptized members. (At least one evangelistic series must be conducted before the Company applies for Church Status.)

D. Strategy for Lay-Led Church Planting

It is the desire of the Man-Sask Conference to plant vibrant, growing, multiplying churches. The role of lay leadership in the process of church planting is crucial. The Conference Church Planting Department has developed a pastor-coach model that helps lay leaders and church plants maximize their potential. Normally the church planter will be coached by the pastor of the sponsoring mother church. The following outlines the nature of the pastor-coach relationship as well as the role of the Conference Church Planting Department in the process:

1. The pastor-coach is trained in the skills of coaching. The coach is provided with a copy of the book *Coaching 101* by Bob Logan and Sherilyn Carlton.
2. Monthly coaching meeting between pastor-coach and lay leader.
 - Purpose: listening, prayer, reporting, visioning, accountability, development of long range planning.
 - Pastor-coach gives monthly assignment for lay leader.
 - Time: 1 ½-2 hours monthly for as long as the church is lay led. Interaction by phone or e-mail available as needed between meetings.
 - Who Initiates: Pastor-coach
3. Monthly interaction between pastor-coach and church plant group.
 - Purpose: observation, training, support.
 - Time: Once a month. Length varies based on event. Interaction takes place for as long as the church is lay led.
 - Location: Various options can include church board meeting, elder's meeting, social, prayer meeting, business meeting, baptism, church service, retreat, etc. Coach should plan to attend company and church organizations. Note: Sabbath morning preaching should not be more than once per quarter.
 - Who Initiates: Pastor-coach determines based on his schedule which event to attend. Lay leader communicates requests—emphasis on special events that are being planned.
4. Annual evangelistic reaping meeting by pastor-coach with church plant group.
 - Purpose: Growth of the church plant spiritually and numerically.
 - Time: 9-16 day series.
 - Location: Church
 - Who Initiates: Pastor-coach in consultation with lay leader and church.
5. Annual church planting rally for all church plants, all pastor-coaches, and all lay leaders.
 - Purpose: Specialized training seminars by church planting experts, visioning regarding strategy for the entire area, inspiration.
 - Time: Once per year on a designated Sabbath.
 - Location: To be announced
 - Who Initiates: Conference Church Planting Coordinator
6. Annual pastor-coach and lay leader appreciation brunch.
 - Purpose: To express appreciation and to provide resources for the upcoming year.
 - Time: Designated Sunday once each year.

- Location: To be announced
- Who Initiates: Conference Church Planting Coordinator

E. Six Stages of Church Planting

The process of church planting involves six stages, which are analogous to the human birth process: conception, development, birth, growth, maturity, and reproduction. In the first three stages, the congregation functions as a “Church Plant Group.” In the fourth stage, as the congregation grows, it will be organized into a “Company,” and later into a “Church.” It is normal for the first three stages to take 9-12 months. Depending on how quickly the church plant grows, it may take a few more years before the congregation is organized into a “Church.”

1. **In the conception stage**, the following steps must be taken:
 - a. Recruit an intercessory prayer team.
 - b. Discover and write out your core values.
 - c. Develop a mission statement.
 - d. Develop a vision statement (a clear, compelling picture of your future).
 - e. Design a strategy to reach the people you’re targeting.
 - f. Determine the church plant location.
 - g. Recruit and train the church planting team.
 - h. Develop a budget.
 - i. Raise funds (which are kept in the bank account of the parent church).
 - j. Cultivate a good relationship with the parent church.
 - k. Develop ministry descriptions.

2. **In the development stage**, the church planting team prepares for the first public service. New team members must be gathered. The team must be cultivated and grown. In large cities, the critical mass required for a strong start is at least 50 people. The bigger the better. In smaller communities a team of 25 may be an adequate critical mass. The key question is, “How many people do you need in order to offer the quality of ministry expected by people who live in your community?” Launching with too few people increases the likelihood of burning out your team members. Development stage tasks include:
 - a. Grow the Church Planting Team.
 - b. Communicate values, mission, vision, and strategy.
 - c. Begin core group meetings.
 - d. Implement small groups (key on leader training)
 - e. Locate a place to meet.
 - f. Choose a name.
 - g. Develop a logo.
 - h. Open a bank account (once organized as a company).
 - i. Determine equipment needs.
 - j. Purchase or rent equipment.
 - k. Develop an advertising strategy.
 - l. Recruit & train required teams (greeters, worship team, child care, etc...)
 - m. Communicate with the conference office regarding plans for the launch.
 - n. Network with key people in the community.

3. **The birth stage** is when the congregation “goes public.” The goal is to launch strong with many guests in attendance. With much prayer and hard work, the number of people in attendance at the first public worship service can be double the size of the church planting team. With effective follow-up, many of the guests can be incorporated into the new congregation. A strong launch generates significant enthusiasm and momentum. Many have found that an effective time to launch a new Adventist congregation is at the conclusion of an evangelistic series. In preparation for the first public worship service, the core group must:
 - a. Decide when to start
 - b. Publicize the meeting
 - c. Plan and rehearse the meeting
4. **In the growth stage**, the leadership team must mobilize the lay people, conduct evangelistic meetings, assimilate new members, and raise funds for purchasing a church.
5. **The maturity stage** is the time to fine-tune leadership, focus on staying healthy, and purchase property.
6. **The last stage is reproduction.** The new church must itself become a mother church and give birth to daughter churches. This vision is best cast right from the beginning. The advantages of this church planting model are numerous. The mother church can provide money, a core group, accountability, encouragement, prayer, credibility, counsel, talent, and personnel.

F. Forming a Church Planting Group

1. Requirements:

- a. **Effective Leadership:** The church planter must be a capable leader, and must also demonstrate an attitude of cooperation with the Conference.
- b. **Doctrinal Soundness:** The church planter and the other members of the core group must demonstrate doctrinal soundness prior to being formed into a Church Planting Group.
- c. **Mission Driven:** The core group must be mission driven, focusing on spiritual growth, community outreach, and world mission.
- d. **Demographic Viability:** this must be confirmed by the Conference Administration in consultation with the Church Planting Coordinator.
- e. **Required Members:** 10+ baptized members.
- f. **Voted Support:** The mother church has voted support for the group to meet weekly and begin planning toward a plant.
- g. **Weekly Meetings:** members meet each week for spiritual fellowship and strategic planning.
- h. **Financial Arrangements:** finances are run through the mother church. A separate line item is set up for donations made by group members toward their church planting project. The funds are available to the group as needs arise. In some cases, when the church plant is geographically distant from the sponsoring mother church, a local bank account may be established.
- i. **Coaching Arrangements:** a pastor-coach must be assigned (usually the pastor of the mother church).
- j. **Church Planting Group Application:** must be approved by ADCOM.

2. Steps in Forming a Church Planting Group:

- a. The mother church votes support for the formation of the Church Planting Group. Care must be taken to ensure that the mother church maintains a critical mass. It is recommended that the mother church give away no more than 10-20% of her active members.
- b. The prospective church planting group submits an application to the Conference Church Planting Coordinator to be organized into a Church Planting Group.
- c. Once the application is received, the Church Planting Coordinator will do the following:
 - i. Review the application and communicate with the prospective group leader regarding the feasibility of organizing into a Church Planting Group.
 - ii. Submit the request to ADCOM.
 - iii. Inform the prospective group leader regarding the decision of the ADCOM.
- d. Once the application is approved, the Church Planting Group proceeds to draft a church planting proposal. The proposal is submitted through the Church Planting Coordinator to the Conference Board of Directors. The Board must approve the proposal at least 6 months in advance of the public launch date.

G. Organizing Into a Company

1. Requirements:

- a. **Strong Leadership:** There must be significant leadership ability within the group that wishes to organize as a company. Leaders must demonstrate an attitude of cooperation with the Conference and be willing to promote all aspects of the Seventh-day Adventist Church.
- b. **Doctrinal Soundness:** The leadership of the group, as well as the majority of members, must demonstrate doctrinal soundness prior to the request for organization.
- c. **Mission Driven:** The group must be mission driven, focusing on spiritual growth, community outreach, and world mission.
- d. **Financial Stability:** The group must have the ability to operate on a sound financial basis.
- e. **Operational Stability:** The group will normally function in cooperation with a mother church at least six months before applying for company status.
- f. **Required Members:** 20+ baptized members.
- g. **Required Attendance:** 25+ average attendance for the previous 3 months.
- h. **Projected Tithe:** \$25,000+ in annual tithe.
- i. **Natural Church Development:** Date set to conduct the NCD survey.
- j. **Pastoral Leadership:** a pastor, or pastor-coach, must be assigned.
- k. **Application for Company Status:** must be voted by the Conference Board of Directors.

2. Steps in Organizing into a Company:

- a. The group submits an application to the Conference Executive Secretary to be organized into a Company. The application must include a statement outlining how it meets the requirements for company status, an annual budget, the intended date for the organizing service, and the name of the ordained pastor who is to officiate. The application should be submitted 3-6 months before the intended date of the organizing service.
- b. Membership in a company is held in the Conference Church. A letter of membership recommendation for each prospective member should be in hand from the member's former church at the time of the organizational meeting. Allow three months lead time for

- this process. These requests for transfers should be made to the Conference Executive Secretary.
- c. A nominating committee should be chosen to nominate the company leader, treasurer, and the other required departmental directors. A report should be in hand to present to the company on the day of the organizational meeting.
 - d. Once the application is received, the Executive Secretary will do the following:
 - i. Review the documents and communicate with the group leader regarding the feasibility of organizing into a company.
 - ii. Submit the request to ADCOM.
 - iii. Submit the ADCOM recommendation to the Conference Board of Directors.
 - iv. Inform the group's leadership regarding the decision of the Board of Directors.
 - v. Initiate the membership transfers to the Conference Church. (All members of the company are members of the Conference church.)
 - e. Once approved, the group may proceed in planning the Organizing Service. The service, which must be presided by an ordained minister, should include the following:
 - i. A brief history of the congregation
 - ii. A sermonette appropriate for the occasion
 - iii. A presentation of the names of the individuals who are becoming members of the company. (They can be invited to stand as their names are read.)
 - iv. An official statement by an ordained minister declaring that these members form the nucleus of the new Seventh-day Adventist Company. (This is the heart of the service. This declaration is what changes group status into company status.)
 - v. A presentation of the nominating committee report recommending the company leader, treasurer, and other departmental leaders. This report is then voted by the members who have previously been declared members of the Company.
 - vi. A prayer of dedication.

H. Organizing Into a Church

1. Requirements:

- a. **Strong Leadership:** There must be significant leadership ability within the Company that wishes to organize as a Church. Leaders must demonstrate an attitude of cooperation with the Conference and be willing to promote all aspects of the Seventh-day Adventist Church.
- b. **Doctrinal Soundness:** The leadership of the Company, as well as the majority of members, must demonstrate doctrinal soundness prior to the request for organization.
- c. **Mission Driven:** The Company must be mission driven, focusing on spiritual growth, community outreach, and world mission.
- d. **Financial Stability:** The Company must have demonstrated the ability to operate on a sound financial basis.
- e. **Required Members:** 40+ baptized members.
- f. **Required Attendance:** 50+ average attendance for previous 3 months.
- g. **Kingdom Growth:** 10+ individuals have joined by baptism or profession of faith since the company was organized.
- h. **Evangelistic Outreach:** the Company has held at least one public evangelistic series.
- i. **Projected Tithes:** \$50,000 in annual tithes.
- j. **Natural Church Development:** Completion of the NCD survey with minimum average score of 50. (The Conference will cover the cost of the first survey.)

- k. **School Commitment:** Voted commitment to a constituent relationship with an SDA Church School, if there is one in the area.
- l. **Evaluation:** Completion of a favorable review with the Conference Church Planting Coordinator or another designated individual.
- m. **Pastoral Leadership:** a pastor, or pastor-coach, has been assigned.
- n. **Application for Church Status:** must be voted by the Conference Board of Directors.

2. Steps in Organizing into a Church:

- a. The Company submits an application to the Conference Executive Secretary to be organized into a Church. The application must include a statement outlining how it meets the requirements for Church status, an annual budget, the intended date for the organizing service, and the name of the ordained pastor who is to officiate. The application should be submitted 3-6 months before the intended date of the organizing service.
- b. Church membership is maintained within its body. All baptized members who wish to be included as charter members should request membership transfer to their new church from the church in which their current membership resides. The Conference Executive Secretary will facilitate this process. Allow at least 3 months lead time.
- c. A nominating committee should be chosen from among the prospective charter members to nominate and recommend a slate of officers to the new church immediately following its organization. This should include the elders, deacons, deaconesses, clerk, treasurer and other departmental leaders. A report should be in hand to present to the church on the day of the organizational meeting.
- d. Once the application is received, the Executive Secretary will do the following:
 - i. Review the documents and communicate with the company leader regarding the feasibility of organizing into a church.
 - ii. Submit the request to ADCOM.
 - iii. Submit the ADCOM recommendation to the Conference Board of Directors.
 - iv. Inform the company's leadership regarding the decision of the Board of Directors.
 - v. Initiate the process for membership transfers.
- e. Once approved, the congregation may proceed in planning the Organizing Service. The service, which must be presided by an ordained minister, should include the following:
 - i. A brief history of the congregation
 - ii. A sermonette appropriate for the occasion
 - iii. A presentation of the names of the individuals who are becoming charter members of the new church. (They can be invited to stand as their names are read.)
 - iv. An official statement by an ordained minister declaring that these members form the nucleus of the new Seventh-day Adventist Church. (This is the heart of the service. This declaration is what changes company status into church status.)
 - v. A presentation of the nominating committee report recommending members for the various church offices. This report is then voted by the members who have previously been declared members of the new Church.
 - vi. An action requesting the Conference to receive the newly organized church into the sisterhood of churches at the time of its next session.
 - vii. An ordination service is in order if the elected elders, deacons and deaconesses have not been previously ordained.
 - viii. A prayer of dedication.

LAY CHURCH PLANTER APPLICATION

Man-Sask Conference of Seventh-day Adventists

Congratulations! You've sensed God's call to start a new church, and you've said, "Yes!" As you begin this exciting journey, be assured that the Man-Sask Conference is committed to encouraging and supporting you in this vital work.

Please read through the Man-Sask Conference Church Planting Policy. This document explains the process of how new congregations are launched here in the Man-Sask Conference. (If you haven't yet obtained a copy of this document, please request one from the conference office. Call 306-244-9700.)

Submit this application to Jeff Potts, the Man-Sask Conference Church Planting Coordinator. Email it to jpotts@mansaskadventist.ca, fax it to the conference office at 306-244-0032, or mail it to the Man-Sask Conference of Seventh-day Adventists, 1004 Victoria Ave., Saskatoon, SK S7N 0Z8.

Before the Conference Administrative Committee (ADCOM) will give you the go ahead to start a new church, you must give evidence of your calling and your leadership abilities. Once approved by ADCOM, you will be paired with a pastor who will coach and support you through the process of starting a new church.

Name: _____ Date: _____

Address: _____

Home Phone Number: () _____ Mobile: () _____

E-mail Address: _____

Current Occupation: _____

Of which church are you currently a member? _____

Church Address: _____

Phone Number: _____

Where do you plan to start the new church? _____

What is the population of that community / area? _____

When do you propose to launch the new church? _____

Why do you want to start a new church? _____

What is your vision for the new church? _____

Have you ever started a church before? YES NO

If so, where? _____

What was the result? _____

What are your spiritual gifts? _____

Provide three references (including your current pastor):

1. Pastor's Name: _____ Phone: () _____

Email Address: _____

2. Name: _____ Phone: () _____

Email Address: _____

3. Name: _____ Phone: () _____

Email Address: _____

Voted to approve this application (date): _____ ADCOM Action # _____

Signed by Conference Executive Secretary: _____

COACHING AGREEMENT for LAY-LED CHURCH PLANTS

Man-Sask Conference of Seventh-day Adventists

It is the desire of the Man-Sask Conference to plant vibrant, growing, multiplying churches. The role of lay leadership in the process of church planting is crucial. A pastor-coach is assigned to each lay leader to help maximize his/her potential. The following outlines the nature of the coaching relationship, which continues as long as the church plant is lay led.

1. **The pastor-coach comes alongside the lay leader to encourage, empower, and equip.** The role of the pastor-coach is to help the lay leader succeed. (To help the pastor-coach be effective in this role, he/she is required to read the book *Coaching 101* by Bob Logan and Sherilyn Carlton.)
2. **The pastor-coach meets with the lay leader once a month for 1½-2 hours—preferably face-to-face.** The meeting will include active listening, prayer, reporting, visioning, accountability, and long-range planning.
3. **The pastor-coach interacts with the church plant group once a month.** The purpose is to observe, train, and support. There are various options for such interaction: a church board meeting, elder's meeting, social, prayer meeting, business meeting, baptism, church service, retreat, etc. The pastor-coach should also attend company and church organizing ceremonies. Sabbath morning preaching should not be more than once per quarter.
4. **The pastor-coach conducts an annual evangelistic reaping meeting with the church plant group.** The meetings should last no longer than 2 weeks.
5. **The pastor-coach and lay leader attend an annual Man-Sask Conference church planting rally.** This Sabbath event will include specialized training seminars by church planting experts, visioning, strategy, and inspiration.
6. **The pastor-coach and lay leader attend an annual Man-Sask Conference church planter appreciation brunch.**

CHURCH PLANTING GROUP APPLICATION

Man-Sask Conference of Seventh-day Adventists

Leader's Name: _____ Phone: () _____

Email Address: _____

Community in which the new church will be planted: _____

Population of the community / area: _____

Parent / Sponsoring Church: _____

Date of church board action to support / sponsor the proposed church plant: _____

What is the closest Adventist church to the proposed church plant? _____

What is the membership of the closest church? _____

What is the evangelistic target group for the new church plant? _____

Has the church planting group been meeting already? YES NO

If yes, for how long has the group been meeting? _____

If no, when will the group have its first meeting? _____

To date, how many adults have committed to help launch this new church? _____

NOTE: Attach to this application the "Church Planting Commitment Sheet" signed by each of the individuals who have committed to help launch the new church.

Signature of Group Leader: _____ Date: _____

Name of the Board Chair of the sponsoring church: _____

Signature of Board Chair: _____ Date: _____

Voted to approve this application (date): _____ ADCOM Action # _____

Signed by Conference Executive Secretary: _____

CHURCH PLANTING PROPOSAL GUIDE

Man-Sask Conference of Seventh-day Adventists

This document is intended to guide a church planting group in the process of writing up a church planting proposal. Once your proposal has been approved by the Man-Sask Conference Board of Directors, you will be given the green light to proceed toward your public launch—the grand opening of your congregation. This day, the day of your first public worship service, will be a very exciting day! Your goal is to have as many non-Adventist guests in attendance as possible. Our prayer is that many of your guests will decide to come back for worship the next Sabbath, and the Sabbath after that, and eventually choose to become members of your church.

Your church planting proposal must be submitted through the Conference Church Planting Coordinator to the Board of Directors at least 6 months before your proposed launch date. There is much work to be done in preparation for your launch. From the time your group begins working on this proposal, it normally takes 9-12 months to prepare for your launch. Aim to spend about 3 months preparing the proposal. This will leave you 6-9 months to do the leg work needed to launch the church

Many church plants have found it helpful to conduct several “preview” services prior to their grand opening. A good goal is to conduct one preview service each month for three months leading up to your grand opening. These services allow you to “work out the kinks” before you publicly launch your church. You’ll want to invite your non-Adventist friends to attend these preview services. It’s a great way to build momentum as you count down to your launch day. The more people who are exposed to your preview services the better. You want the word to get around, “Hey, have you heard about that new church that’s starting up?”

With good planning, hard work, and lots of prayer, your attendance on launch day can be twice the number of people you have in your church planting group. If everyone in your group brings a non-Adventist friend, you can double the size of your group in one day! Not all of your guests will come back the following Sabbath. But if you’ve done your pre-work well, and your first service has been inspiring, many of your guests will return.

As outlined in the Man-Sask Conference Church Planting Policy, your written proposal should address the key items listed in the first three stages of the church planting life-cycle: the conception stage, the development stage, and the birth stage. The following checklists will be helpful to you as you put together your proposal.

The Conception Stage:

- Recruit an intercessory prayer team (list of names of the people you have recruited, and describe how you will keep these people informed of your prayer needs)
- Discover and write out your core values (no more than 5-10 of them)
- Develop a mission statement (only one sentence long)
- Develop a vision statement (a clear, compelling picture of your future)

- Design a strategy to reach the people you're targeting (profile your target group, then design an evangelistic strategy that will be effective for the people you want to reach)
- Determine the church plant location (Which area will be best for your target group?)
- Recruit and train the church planting team (Who do you already have? Who do you still need? What spiritual gifts and talents do you require in order to have an effective team? Evangelists, leaders, musicians, teachers, people with the gift of hospitality, people with financial resources, people who will help set up and clean up, etc... How will you train your people?)
- Develop a budget (both a start-up budget, and a budget for your first year of operation)
- Raise funds (How much money do you need? How will you raise it? What is your plan?)
- Develop ministry descriptions (provide written job descriptions for the leaders of each of the ministries you will offer)

The Development Stage:

- Grow your Church Planting Team (How will you do this? By giving Bible studies? By multiplying small groups? By inviting your unchurched friends to join the team? What is your plan?)
- Communicate values, mission, vision, and strategy (How will you communicate these vital concepts to the people who will join your church planting team?)
- Weekly core group meetings (What is your plan for worship? Fellowship? Planning sessions?)
- Implement small groups (What kind of groups will you have? What will you do in them? Who will lead them? How will you train your group leaders? Will your focus be on growing a network of groups, or on running various church programs? How will you multiply groups?)
- Locate a place to meet for worship (What are the options available to you? Here are some key questions to help evaluate a venue... Is it accessible? Is it visible in the community? Is it appropriate for the people in your target group? Is the rent within your budget?)
- Choose a name for your new church (What is the rationale for the name you've chosen? Does it resonate with your target group?)
- Develop a logo for advertising, stationery, etc... (Who will do this? How much will it cost?)
- Determine your equipment needs (provide an itemized list of all the equipment you will need, and what it will cost you to purchase or rent. What do you need for office equipment? Audio-visual equipment? Musical ministry? Children's ministry? What else?)
- Develop an advertising strategy (What is your strategy? Will you use invitation cards? Social networking? Mass mailing? What else?)
- Recruit & train your ministry teams (greeters, worship leaders, child care, etc... Who will lead these ministries? How will they train their team members?)
- Network with key people in the community (How will your church serve the community?)

The Birth Stage:

- What is your proposed launch date? (You may want to consider that people who don't usually attend church are more open to such an invitation at Christmas and Easter time.)
- How many people do you need for a critical mass on launch day?
- How will you attract non-Adventist guests to your first public worship service?
- Write out a plan for a worship service that is culturally appropriate for your target audience. (Consider such things as hospitality and greeting, worship style, music, dress code, length of sermon, length of service, order of service, interactivity, child care, and refreshments.)
- How will you rehearse this service to ensure the highest possible quality?

- What will the sermon be about? (If you start a sermon series on launch day, and people appreciate your first message, they'll be more inclined to come back next week for part 2.)
 - How will you follow up with the non-Adventist guests who attend this service?
 - How do you plan to get each guest's name, email address and mailing address? (Suggestion: use a connection card in your bulletins)
 - You could give out an appropriate gift book to your guests. (If so, be sure to include a note thanking them for coming, and invite them to come again next week.)
 - You could put out pens imprinted with your name, website, and service time.
 - You could send a "thank you for coming" email to each guest. (This is a great way to promote upcoming topics in the sermon series you've started. And it's a convenient way of inviting your guests to complete a brief online survey giving you feedback about their worship experience.)
 - You could send out a small gift by snail mail. (Suggestion: a \$5 Tim card)
 - How will you continue evangelizing after your launch? (Friendship evangelism? Felt needs programming? Home Bible studies? Small groups? A membership class? Public evangelistic meetings? What other plans do you have?)
 - How will your Sabbath worship services be evangelistic? (How will you give your guests the opportunity to receive Christ? To embrace the Bible Sabbath? To decide to get baptized?)
 - How will you prepare for baptism the people who have made that decision?
 - How will you equip new members, and get them involved in ministry?
-

Sample Statements from the Lighthouse Church:

Our Mission is to be an authentic biblical community that transforms people into fully devoted followers of Jesus Christ.

Our Core Values:

1. We believe that all people matter to God, and must be loved and accepted.
2. We believe that the church must be culturally relevant without compromising the Word of God.
3. We believe that the pursuit of full devotion to Christ and His cause should be the goal of every believer.
4. We believe that teamwork is God's design for effective ministry.
5. We believe in the priority of prayer. *When we work, we work. But when we pray, God works.*
6. We believe that God is worthy of our best efforts. Excellence honours God and inspires people.
7. We believe that life-change happens best in small groups. Big faith is grown in small groups.
8. We believe that the church is a community of servants, where every member is a minister.
9. We believe that the church thrives when gifted, emerging leaders are identified and trained to lead with diligence.
10. We believe that starting new churches is the most effective way to reach the world for Christ.

Our Lighthouse Vision:

- **It is the dream** of establishing an authentic biblical community in which the believers are totally committed to Christ, radically committed to each other, and utterly committed to helping others come to faith. (See Acts 2:42-47)
- **It is the dream** of growing a spiritual community in which the hurting, the depressed, and the frustrated find love, acceptance, forgiveness, belonging, healing, and hope.
- **It is the dream** of sharing the good news of Christ, His Sabbath, and His soon return with thousands who live in the Winnipeg area.
- **It is the dream** of creating a church environment which is relevant to young adults.
- **It is the dream** of developing people to spiritual maturity through Bible studies, small groups, seminars and retreats.
- **It is the dream** of equipping every member for significant ministry, and empowering them to use their God-given gifts and talents to serve others.
- **It is the dream** of launching a new daughter church every year—filling the city of Winnipeg with vibrant, multiplying Seventh-day Adventist Churches.
- **It is the dream** of acquiring a worship centre large enough to accommodate 300 people, and using it multiple times each Sabbath.
- **It is the dream** of raising up a new generation of Christ-followers who will change the world.

Our Lighthouse Target Audience:

When you aim at nothing, you'll hit it every time! To be effective, a church must have a well-defined target audience. Our target is young adults between the ages of 18 and 35. And while our church accepts and welcomes everyone, we're striving to be relevant to young adults. Everything about our church is designed with them in mind. To help people understand this approach, we've created a profile for a young adult we call **Postmodern Pete**.

Pete is 25 years old. He has grown up in the postmodern era. He knows that science is not the answer to all the ills of society. Because he craves meaningful relationships, he sticks close to his friends. He checks in with his live-in girlfriend many times a day, sending and receiving text messages on his iPhone. Pete likes to be involved in stuff, but his schedule is quite full, and he is reluctant to make commitments. He does, however, make time for coffee at Starbucks, and won't miss American Idol. He gets almost all his information from the internet. He loves MTV, and listening to high energy music. He lives for the weekend, when he can go to the club, party with friends, or catch a movie. He is often tired, and likes to sleep in whenever he can.

Pete's parents got divorced when he was 13. He hardly ever hears from his father any more. His mother is a spiritual person, but has long ago given up on "organized religion." Although she attended Sunday School as a girl, she has never taken Peter to church. As such, Pete is pretty much biblically illiterate. Christianity as he perceives it seems irrelevant. The Christians he knows are narrow-minded and judgmental. He has little interest in religion, and is skeptical of anyone who claims to have "the truth." Yet, when he thinks about recent world events, he often wonders what the future has in store. He is curious about Bible prophecy, but finds it too confusing.

We've designed our church with Postmodern Pete in mind. Here's how we seek to make the "Old, Old Story" relevant for Peter and other unchurched young adults:

- We focus on relationships, so that Pete will find a place to belong, not just a place to believe.
- We worship at 4:00 pm, which enables Pete to sleep in on Sabbath mornings and still come out to church. This time slot doesn't interfere with his evening plans either. It gives our small group ministry teams the option of meeting and/or ministering on Sabbath before we all gather for our worship celebration. This time slot also provides our worship teams with an opportunity to rehearse on Sabbath afternoon before the people arrive at 4:00.
- We conduct Sabbath school for the children during the worship service. This doubles as a child care program, and allows parents to actually focus on worship, rather than struggling with their kids. (We don't have a traditional Sabbath School program for youth and adults. Their study needs are met in their small groups.)
- We choose relaxed, casual dress for worship, so that Pete will feel comfortable coming to church in his jeans. (He doesn't own a suit or tie.)
- We sing contemporary Christian worship songs because Pete enjoys music with energy and passion. (He doesn't care much for hymns or organ music.)
- We feature personal testimonies during the worship service, because Pete likes to hear real stories from real people about their relationship with Christ. These stories inspire him to believe that he too can have a deep and satisfying relationship with God.
- We keep our worship experiences interactive, because Pete would rather be involved, than be a spectator.
- We use a big video screen, and lots of images because Pete is so visually oriented.
- We serve refreshments after every celebration, because this gives Pete time to connect with his new friends.
- We strive to create Sabbath celebrations of **E.P.I.C.** proportions: **E**xperiential, **P**articipatory, **I**mage-driven, and **C**onected.
- We encourage Pete to join a small group. We know this is the best place for him to build meaningful relationships, experience authentic biblical community, and become involved in ministry. Here he can begin serving long before he is ready for baptism. In our groups truth is more "caught" than "taught."
- We conduct Bible Prophecy Seminars each year, because Pete is excited to bring his unchurched friends out to hear the same message he has heard. They too are curious about the future, and want to understand the book of Revelation. Attending a seminar is more comfortable for them than "going to church."
- We provide an intentional discipleship track for Pete, so he has a clear pathway on which to continue his spiritual journey, and keep growing in his relationship with Christ. Bit by bit he moves from the **COMMUNITY** (the unchurched) to the **CROWD** (the regular attenders) to the **CONGREGATION** (church members) to the **COMMITTED** (maturing members), and finally to the **CORE** (lay ministers).

So that's the rationale for the way we do church. We've designed it to be relevant to Postmodern Pete. We want him to experience first century passion for Christ in the twenty-first century world.

BUDGET PROPOSAL WORKSHEET (Start-up)

Name of Church Planting Group: _____

Revenue:

- Funds on Hand \$ _____
- Commitments from Church Plant Group Members _____
- Commitments from Financial Partners _____
- Commitment from your Sponsoring Church _____
- Other: _____

Total Revenue: \$ _____

Expenses:

- Rent (up to and including the launch) \$ _____
- Office Expense (stationery, printing, paper, toner, stamps, etc...) _____
- Office Equipment (computer, printer, copier, etc...) _____
- Advertising the Launch (invitations, direct mail, facebook, etc...) _____
- Evangelistic Literature (books, Bible study guides, etc...) _____
- Public Evangelistic Series—if applicable (church portion only) _____
- Hospitality Ministry (refreshments, etc...) _____
- Children’s Ministry _____
- Audio-Visual Equipment (sound system, computer, projector, etc...) _____
- Music Ministry _____
- Training & Equipping (books, seminars, etc...) _____
- Other: _____
- Miscellaneous _____
- Contingency _____

Total Expenses: \$ _____

BUDGET PROPOSAL WORKSHEET (first year)

Name of Church Planting Group: _____

Revenue:

| | |
|-------------------------|----------|
| Church Budget Offerings | \$ _____ |
| Financial Partners | _____ |
| Sponsoring Church | _____ |
| Other: _____ | _____ |

Total Revenue: \$ _____

Expenses:

| | |
|---|----------|
| Rent | \$ _____ |
| Evangelism (public meetings, outreach events, literature, etc...) | _____ |
| Marketing (invitation cards, imprinted pens, etc...) | _____ |
| Training & Equipping | _____ |
| Small Groups | _____ |
| Office Expense (copying, printing, paper, toner, stamps, etc...) | _____ |
| Sabbath School | _____ |
| Community Service | _____ |
| Hospitality Ministry (refreshments, etc...) | _____ |
| Children’s Ministry | _____ |
| Furniture & Equipment | _____ |
| Music Ministry | _____ |
| Building Fund (saving up to purchase your own church) | _____ |
| Other: _____ | _____ |
| Miscellaneous | _____ |

Total Expenses: \$ _____

APPLICATION FOR COMPANY STATUS

Man-Sask Conference of Seventh-day Adventists

Group Leader's Name: _____ Phone: () _____

Email Address: _____

Name of assigned Pastor, or Pastor-Coach: _____

Proposed name of the new company: _____

Address of the worship venue: _____

Proposed Organization Date: _____

Name of the conference representative to preside at the service: _____

Who is the appointed treasurer for the new company? _____

Who is the appointed leader for the new company? _____

Who is the appointed clerk for the new company? _____

Have you attached a list of proposed ministry leaders and church officers? _____

If not, when will this list be available? _____

Has a letter of recommendation from the pastor of your sponsoring church been included? _____

(The letter must indicate that the group has strong lay-leadership, and that it is doctrinally sound, mission driven, financially stable, and has been operating for at least 6 months.)

How many people have requested a membership transfer to the new company? _____

(Attach the Membership Transfer Sign-up Sheet, signed by each of these individuals.)

What is your average worship attendance (including children) for the past 3 months? _____

What is your projected annual tithe? _____

(Attach a copy of your current annual budget.)

When will you conduct your first Natural Church Development (NCD) Survey? _____

Group Leader's Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____

Voted to approve this application (date): _____ ADCOM Action # _____

Signed by Conference Executive Secretary: _____

APPLICATION FOR CHURCH STATUS

Man-Sask Conference of Seventh-day Adventists

Company Leader's Name: _____ Phone: () _____

Email Address: _____

Name of assigned Pastor, or Pastor-Coach: _____

Proposed name of the new church: _____

Address of the worship venue: _____

Proposed Organization Date: _____

Name of the conference representative to preside at the service: _____

Have you attached a copy of the nominating committee's report? _____

If not, when will this list be available? _____

Has a favorable review been completed by the Conference Church Planting Coordinator? _____

What is the current membership of the company as it applies for church status? _____

(Attach the Membership Transfer Sign-up Sheet, signed by each individual requesting to become a charter member of the newly organized church.)

What has been your average worship attendance (including children) for the past 3 months? _____

How many evangelistic campaigns have you conducted since being organized as a company? _____

How many baptisms (and/or Professions of Faith) have you had since becoming a company? _____

What has been your annual tithe for the past two years? _____

(Attach a copy of your current annual budget.)

What was the average score on your first Natural Church Development (NCD) Survey? _____

Have you voted to enter a constituent relationship with the local SDA Church School? _____

When do you plan to purchase or build your own church facility? _____

Company Leader's Signature: _____ Date: _____

Pastor's Signature: _____ Date: _____

Voted to approve this application (date): _____ ADCOM Action # _____

Signed by Conference Executive Secretary: _____