

CHURCH PLANTING MANUAL

This document could not have been published without much prayer and assistance from a dear Christian sister, Paula Haynes. Paula volunteers at Germantown Baptist Church to support the Missions and mobilization Department. She works out of her home to support the Missions and Mobilization web pages and its publications. Paula, thanks so much!



Paula Haynes, Germantown Baptist Church



A word from Germantown Baptist Church...

If you are considering becoming a church planter, or are already beginning the process, please take a few moments of your day and read through this manual on church planting. While it in no way will cover all the aspects of becoming an effective church planter, it does contain many helpful tips. (Many of these ideas were taken from various websites offering free help to church planters.)

We have helped over 100 churches start throughout the world. We have witnessed what works, what doesn't, and what pitfalls you need to avoid and what techniques are absolutely necessary. We also learn things everyday. If there is something you think we need to know, let us know. If you have any questions, call us. We want to help.

Be prepared. Satan will stop at nothing to destroy your efforts. Please read the section on spiritual warfare on page 9 before you do any actual church planting work. It is essential that you are prepared for what you will go through.

Pray. There is no way to overemphasize the importance of daily prayer. Get as many people as you can to pray for you.

Find a sponsor church. You will need to partner with someone. This relationship will be extremely important. Germantown rarely acts as the main sponsor church for anyone as we are assisting dozens of church plants at any one time. You will need a church that can spend a lot of time with you individually. Try to find a church that is as dedicated to planting churches as you are.

Contact your denomination leadership. They can be an incredible help. Many have helped plant churches and many have people dedicated simply to do this act.

Be excited. Someday, all of us will leave this earth. As a church planter, you are leaving behind that which is eternal, a New Testament Church. Remember, someone once planted the Germantown's of the world. Think of the impact that person left on this world as that little church grew to lead thousands and thousands to the Lord.

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CHURCH PLANTING ASSESSMENT QUESTIONNAIRE

Before you begin your church plant ministry, please take a minute to take this small questionnaire. In it, you should find some helpful questions that might clear up some concerns you may have. Please answer as best as you can and grade yourself at the end. Remember, this is just a helpful tool, not a make or break exam.

Some different thoughts on assessment for church planting questions:

What things do you enjoy doing just for the sake of doing?

What do you avoid doing and why?

How might money and offers of promotions side track you from a true calling?

Ministry Qualifications

- Relationship With God
- Personal Integrity
- Emotional Health/Self Image
- Marriage and Family
- Relationships
- Spousal Support
- Teach-ability
- Relational Ability

Personal Qualities & Skills

- Vision/Philosophy of Ministry
- Evangelist Leadership
- Entrepreneurial Organizer

Public Ministry Skills

- Enthusiasm
- Faith
- Productivity
- Knowledge of Church Planting
- Knowledge of Church Growth
- Discipline
- Team Builder
- Resilient

Are You a Church Planter in the Making?

Most potential church planters struggle with the question, “Could I really be an effective church planter?” Actually, this is a question that should receive strong consideration. You may have spiritual gifts that you are not even fully aware of, gifts that are especially suited to effectively starting a new church.

Do you have what it takes to be a successful church planter? Take this self-assessment quiz and find out! Simply mark your answers and follow the instructions at the end.

1. This past year I have pursued more learning by

- a. reading books, participating in seminars or classes, either online or otherwise and meeting with a mentor.
- b. reading books or listening to tapes and meeting with a mentor.
- c. participating in a seminar or class either online or face to face.
- d. reading books.

2. When someone attempts to keep me from implementing an idea, I

- a. attempt to persuade them to join me in accomplishing it.
- b. keep focused and just ignore him or her.
- c. refrain from implementing the idea until others agree with me.
- d. often get angry and give up on my idea.

3. I am good at sharing my ideas with others and encouraging them to join me in them.

- a. Most of the time.
- b. Some of the time.
- c. Rarely.
- d. I am most effective when I am assisting someone else with his or her ideas.

4. I generally

- a. complete most of the things I start.
- b. complete all of the things I start.
- c. complete a few things I start.
- d. am really not a good starter, but do better working under someone else.

5. I work best when I

- a. am able to work from ideas that were laid upon my heart by the Lord.
- b. can come up with a good idea and receive help in planning its development.
- c. am able to follow the ideas that God gave to another person.
- d. can be assigned a task and focus on that.

6. I usually complete tasks

- a. without having to be reminded.
- b. just before the deadline.
- c. with a gentle reminder from an associate or someone supervising me.
- d. after the deadline.

7. When I am overwhelmed with tasks to accomplish, I

- a. delegate the jobs to others.
- b. drop some of the less important jobs.
- c. will ask people to assist me only when the job would fail to be completed otherwise.
- d. get frustrated and do the minimum.

8. If I were allowed to start a new church, I would prefer

- a. to invest most of my time in reaching unchurched people.
- b. to spend 80% of my time with the church and about 20% of my time with the unchurched.
- c. to bring someone on my team who could communicate well with the unchurched so that I could devote my time to discipling Christians.
- d. to focus upon the needs of the people in the church.

9. I am currently pursuing

- a. multiple relationships with unchurched people for the purpose of loving them and leading them to the Lord.
- b. a relationship with an unchurched person in order to love him/her and lead him/her to the Lord.
- c. plans to start relationships with unchurched people for the purpose of loving them and leading them to the Lord.
- d. no relationship with an unchurched person for the purpose of loving them and leading them to Christ.

10. I function best when I

- a. can hang out with people who do not yet know Jesus.
- b. when I am relating to new Christians.
- c. when I can spend much of my time building relationships with Christians.
- d. when I am relating to mature Christians.

11. My spouse (if applicable, otherwise, move to #12)

- a. takes an active part in the ministry of the church whether in a visible way or behind the scenes.
- b. prefers to support my involvement in a supportive background role.
- c. considers ministry as my responsibility, not hers/his.
- d. believes ministry in the church is a detriment to our family life.

12. I make it a priority to

- a. schedule at least one time a week for relaxation and/or family fun. Only a drastic emergency can interfere with this time.
- b. regularly schedule a time of relaxation/refreshment with my spouse or for me personally (if not married).
- c. have a date with my spouse or a personal time of relaxation and fun (if single), when I can schedule it.
- d. have a full calendar of work related activities with little time for recreation, relaxation or family fun because my position/work requires that of me.

13. When new people start coming to my church,

- a. I try to encourage others to invite them to a small group gathering.
- b. I personally visit them.
- c. I usually let them visit a few times before inviting them to my home.
- d. I simply allow them to build relationships on their own.

14. I perceive the primary role of a pastor/leader would be to

- a. train and equip the people to serve/lead.
- b. lead and administrate the work of the church.
- c. preach the Good News of Jesus at my church.
- d. care for the needs of the people.

15. I believe the style of worship for a church should be

- a. flexible to changing times and people.
- b. set when the church first starts and changed only when the leadership changes.
- c. traditional and match time-honored values.
- d. what the pastor likes.

16. The way I prefer to learn about the needs of my community is through

- a. getting to know people personally in the community.
- b. the U.S. Census
- c. conducting a religious survey of the community.
- e. trial and error. Do an outreach, and then learn from what went wrong.

17. I believe the best way to discover my spiritual gifts is to

- a. take a spiritual gift exam and have a personal interview with a pastor before trying an area of serving.
- b. try different areas of serving and find out what works.
- c. reflect on what I like to do and try doing something that incorporates that.
- d. wait to be asked by leaders to serve in some way.

18. On a scale of 1-4 with 1 being the lowest and 4 the highest, I would describe my capacity for multiple assignments to be:

- a. 4
- b. 3
- c. 2
- d. 1

19. When I am in a group of Christians that are divided over an issue, I

- a. help them focus on what we are called to do.
- b. serve as referee to bring peace.
- c. use the Bible to show the fault of their actions.
- d. probably find myself choosing sides.

20. In times of hardship and disappointment I

- a. usually strengthen my resolve to continue to follow the direction the Lord has given me for my life.
- b. may get discouraged for a while, but I go to the Lord and renew my pursuit of His direction for me.
- c. usually struggle with strong feelings of defeat and resign myself to the circumstances I am facing.
- d. often am so deeply affected that I feel isolated from other Christians and begin to ignore God.

21. On a scale of one to four, how convinced are you that God has called you to plant a church? (1 being not convinced and 4 being thoroughly convinced)

- a. 4
- b. 3
- c. 2
- d. 1

To score your quiz, give yourself:

4 points for every a. answer

3 points for every b answer

2 points for every c answer

1 point for every d answer

Add up your total score and see how your gifts and qualities match up with the qualities of effective church planters:

If you scored:

60-84: **Green Thumb:** Run, don't walk—to talk to your Senior Pastor about church planting!

45-59: **Explorer**—You should definitely explore church planting further. You could be an excellent team member for a planting team.

30-44: **Special Agent**—You may be gifted to take a specific assignment in a church plant as a help to the leadership team. Talk to a leader in your life and check out the needs of church planters near you.

20-29: **Investigator**—Your gifts will thrive in other areas of ministry. You should continue to investigate the options with the leaders in your life.

Note: If after taking this self-assessment, you were able to answer with either a or b on #21, then you very possibly could be _____ next church planter! We recommend that you make an appointment with your senior pastor and discover what next steps you should take.

SPIRITUAL WARFARE IN CHURCH PLANTING & EVANGELISM

Before you do anything else, realize that as a church planter, Satan hates you. He will try everything in his power to stop you. The following pages are designed to help you when the going gets tough. Please refer to them when you are ready to quit. Trust us, that time will come, but remember the call God has put in your life.

Spiritual Warfare in Church Planting/Evangelism

Satan is not that upset when you pray, have nice music, help physical needs of people, do acts of kindness, or go to church. But Satan will unleash all he can when you get close to God and attempt to reach people with the Gospel of Christ and claim territory for Christ by starting a church.

Don't let the lack of prayer stop your work.

God's universe is ruled by authority. Demon's are under God's authority. Squeal on Satan if he is bothering you.

Plan on physical, moral, financial, relational and spiritual attacks if you are beginning a new work by sharing the Gospel of Christ.

The book of Acts shows the church grew by boldness to share the Gospel in spite of opposition and a willingness to pay the price.

Satan does not want a new church that reaches souls for Christ and the enemy will find your weak spots to try and kill the work in that area. Why does conflict in family and team activities erupt over nothing? Learn to back up and test whether it is true conflict or spiritual warfare.

Confess your sins to God to avoid fighting in the flesh and yielding areas in your life. If you fight in the flesh, you will lose. Name the sin and then try and discover the reason for the sin. For example, "I am greedy because I do not accept what God has placed in my life in the way of finances." Jesus never gave a foothold to sin, and thus, the grave could not hold Him. We want to fight with the flesh and flee the Adversary. "I just need to fight against this bad habit or opposition is flesh in warfare." Flee from the weakness that leads to sin, but fight the deceiver in the power of Christ.

Satan will cause marital strife, rebellious kids, illnesses in your family, and he will use anything to get you to stop. Be warned, if you or your family listen to the lies of Satan then discouragement and the desire to quit are two emotions that will emerge. Recognize what is a spiritual attack by being warned of Satan's methods and Satan's goal is to stop the gospel.

Routes of possible entrance of Satan into your family: MODS

Meditation: Has the person been in meditative practices?

Occult: Ouija boards, séances, tee leaves, and fortune telling.

Drugs: Remove rational barriers and allow the irrational in.

Sex: Homosexuality, perversions, and premarital.

Body Bag Theology is the way to start a church. Tell Satan the only way you will quit and return home is in a body bag. You cannot protect your wife and kids all the time, so

just dedicate them to the Lord and allow Him to have the major part of that task. Satan will test this commitment, and when you do not blink at the opposition, he will back off.

Read the Gospels looking for info on spiritual warfare. Those sections of Luke that deal with demons are real today. They are too strong for you to fight in the flesh. Confront demons with the power of the name of Jesus. Command in Jesus Christ's name and utilize that power. The work of Satan is much more visible in areas like Haiti or Africa, but it is working in all areas in opposition to the Gospel of Christ. Remember: Satan cannot stop the power of the Gospel, but he can create havoc on those fighting in the power of the flesh.

The West does not tend to view disease or conflict in the spiritual realm. We say, "A virus is the cause or we just are having marital issues." But who sent the virus or conflict at this time? As your church start making progress, you must have prayer protection in place for each step of the way. If you are starting a new work and do not have prayer support in place, you are choosing to not use the best defense against Satan and his attacks available to you. If you are functioning on training and giftedness alone, you are going in the power of the flesh which is weak. What army would advance that did not have artillery to pave the way first? Not using prayer to pave the way is about as smart.

Because the West is less aware of spiritual attacks, we see something that feels Satanic and automatically desire to flee from the situation. This is the problem. On Jesus' authority and power you must stand and confront the lies and spiritual attacks. Once you start this fight over lost souls, never forget this fight is with Satan or you will suffer under a bad diagnosis of the problem and try the wrong medicine.

James 4 says resist the Dark Adversary and he will flee from you. The word "Devil" in U.S.'s mind is a cute fellow with horns. Thus, we lose because we underestimated our enemy or try and fight with the flesh. This is a spiritual war. Not to be fought with training, but power and authority of Christ.

Ephesians 2:1-4. The flesh wants to flee, the enemy wants to fight. Satan's back is against the furnace and he will not back up easy. If you are not willing to fight, then go home. This is not a fight for those who do not expect to pay a price with their families. Are you and your family willing to go through this?

Despite the high cost, there will be no greater memory on your death bed as you prepare to meet God face to face than the things that will impact for all eternity. These are things done in obedience to Christ call on your life and the fruit of souls meeting God one day in the presence of Christ.

There will also be no greater regrets than not trying. Failure is not based on results, but letting fear and the lies of Satan keep you from trying. Once you have counted the cost and know God's call on your life, then "... Quit praying and get the people moving! Forward, march!" Exodus 14:15

NEW WORKS - ACTION PLANS FOR FIRST STEPS

As you think about your church plant, there are some basic questions you need to answer. The following pages will help you clear up what exactly you need to do before you start a church. Remember, **THE NUMBER ONE THING YOU NEED TO DO IS PRAY**. There is no way to overemphasize this fact. No work without God as the focus will last.

New Works Action Plans for First Steps

I. Develop vision and core values.

1. Massive personal prayer by church planter for clarity of vision and call to serve as a church start pastor. We suggested at least one event 10 hours in length to clarify your call.
2. Recruit massive prayer support for this phase and each new phase as church start progress.

Please, please do not make any decisions before prayer support is in place.

3. Clarify vision and core values.
 - 3.a. Commit to vision and put into written form. Follow only God's plan from this step on.
 - 3.b. Clarify core values and write them down. Divorce issues, biblical inerrancy issues, who participates in sacraments, etc.

II. Team roles development and recruitment: (If you have help!)

1. Positions in leadership team assessed.
 - 1.a. Job description written out.
 - 1.b. Spiritual qualifications/gifts defined for each role.
 - 1.c. A written training manual and time schedule for training for each role.
 - 1.d. Pray **Matt. 9:37-38** and write an action plan to recruit leadership start team. Two or more leaders statistically is a sign God is at work and the church start will progress.
 - 1.e. Written vision and core values is explained and committed to among potential leadership.
 - 1.f. Gifts test of new leaders and then matching them with roles.
 - 1.g. Then training of leaders for roles.

2. Design evangelism plan and training manual for target area souls.

2.a. Take leadership team through evangelism training manual and test in target population with at least 20 people. If it is not effective, then adjust before asking others to use a method the Holy Spirit is not blessing.

(**1st Thess. 5.21**) to see if God blesses with salvations. If not, do not impose on core group.

2.b. Time line for evaluation of evangelism results and adjusting plan if God is not blessing.

3. Plan with leadership team for core group.

3.a. Write roles, training manual and gifts requirements for each role in new work.

3.b. Develop a manual to train group in vision and core values (often called a 101 course).

3.c. Action plan for recruiting core group (who trains and time line for training).

3.d. Ask in local Bible studies you are holding for interest.

3.e Spiritual gifts testing and commitment of core to vision and core values.

3.f. Then training of core group for roles, pray **Matt. 9:37-38** if you have needs but no people.

4. Repeat step 2 for reaching the next attendance goal.

4.a. Action plan for reaching 10, 25, 50, 100, 200, 400 and more new souls for Christ and service in the church start. A general long-term goal for all phases is encouraged at the outset, but focus with specifics on the goal next in line.

4.b. There is no determining criteria for when to start a mission church. New works are more evangelistic, so you will grow quicker at the beginning. One option is monitoring the baptisms per each 10 members. If the ratio has leveled off or is now dropping off this is an indication that the evangelism training needs adjusting or the church has become inward in focus. New ministries will help make your church outward focused.

4.c. The Holy Spirit has veto power and modification rights over all plans of men.

III. Location:

- 1.** Tillie Bergman recommends going to areas and ask God if he wants you to plant a church there. She has facilitated 100 starts in the Houston area and rarely gets a no. An alternate question may be, “God is this where you want me to be a church plant pastor?”
- 2.** Locate and pray about 20 sights near target area. The starting site may not be the final site of the church. Narrow your options to 10, with prayer and repeat visits. Ask the local people of each site about what you are planning and see if God is already at work in one site. Repeat this process to get to 5, then 1.
- 3.** Prayer walking based on Acts 17:16-34 that is looking for bridges to sharing the gospel in a local church.
- 4.** Start Bible studies in potential target areas and test for spiritual response. This is also a fishing pool for core group members.
- 5.** Don't worry about anything but evangelism and building a small group at first. Buildings, vehicles, and other trappings are not needed or desired at first.

HOW TO PIERCE A LOCAL CULTURE

As a church planter, you are going to have to become a noticeable part of your community. If you have just moved to the area, or if you a lifetime resident, the following pages list some great ways for you to become a part of your community.

How to pierce a local culture.

1. Acts 17 is a great Biblical example on how Paul found a local culture's unknown god and poetry. He found these in order to pierce their culture to share the gospel. Sharing the gospel was his ultimate goal. As we read in Acts 16:10, Paul's goal was more than the goal of relationships. He wanted to know how to use existing things they already knew that overlapped with a Biblical world view as a start. He also wanted to know how they made decisions. Who were decision makers and on what basis. Then he could interject the gospel into that process.
2. Join PTA and booster clubs of elementary, middle and high schools.
3. Coach little league.
4. Teach at a local day care center.
5. Join Rotary and every other civic club there is.
6. Visits hospitals to see if they will let you visit people who say they have no religious preference and ask if you can be the pastor while they are in the hospital
7. Visit the rooms next to the ones you are visiting and pray for them also.
 - As you visit that room, check on adjacent rooms to see if you can pray with them. Always leave a door open to pray with them again. "May I stop by and check on you tomorrow?" These are times people are very open spiritually to after the prayer testing spiritual doors to sharing the gospel.
 - Asking, "are they concerned or do they have any fears?"
 - Asking, "why does God hear our prayers?" Because if we have trusted Christ as our Lord and savior we are His children. Do you know how to become a child of God?
8. Let funeral homes know you will do funerals free for anyone who has a financial issue or no religious contacts.
9. Check with hospitals to offer same service on premature babies and miscarriages as a percentage never make it to funeral homes or newspapers.
10. Visit the hospital and ride the elevator. As someone gets on with you, share that you are a pastor and "is there a family member or friend they would like you to go pray with?"
11. Many cities have a list posted in the business section or local business paper of new electric meter hook ups. These are people who are most likely to have relocated and need a church home.
12. Visit with a packet of information about:
 - Number to call and location for getting a local driver's license.
 - Number to call for enrolling children in school and date each session starts.
 - Contact numbers for police, fire departments, local hospital, day care, etc.
 - Local veterinarian, pediatrician, physician, dentist, etc. Visit them to find a friendly one to recommend. Ask your neighbors, good excuse to talk with them also.
 - How to register to vote locally.

- Always, at the end of each visit, ask folks, “Do you mind if I say a quick prayer for You?”
- Post all on quality paper worthy of a refrigerator and have your contact on there as Pastor ____ ____.
- A small gift of a food coupon to local fast food to get them covered till they settle in. Visit local fast food to see if they will work a deal with you.
- An inexpensive local map is also a nice gift for new to the community people.
- Visit for a few minutes, open a door for another visit and let them continue their tasks.

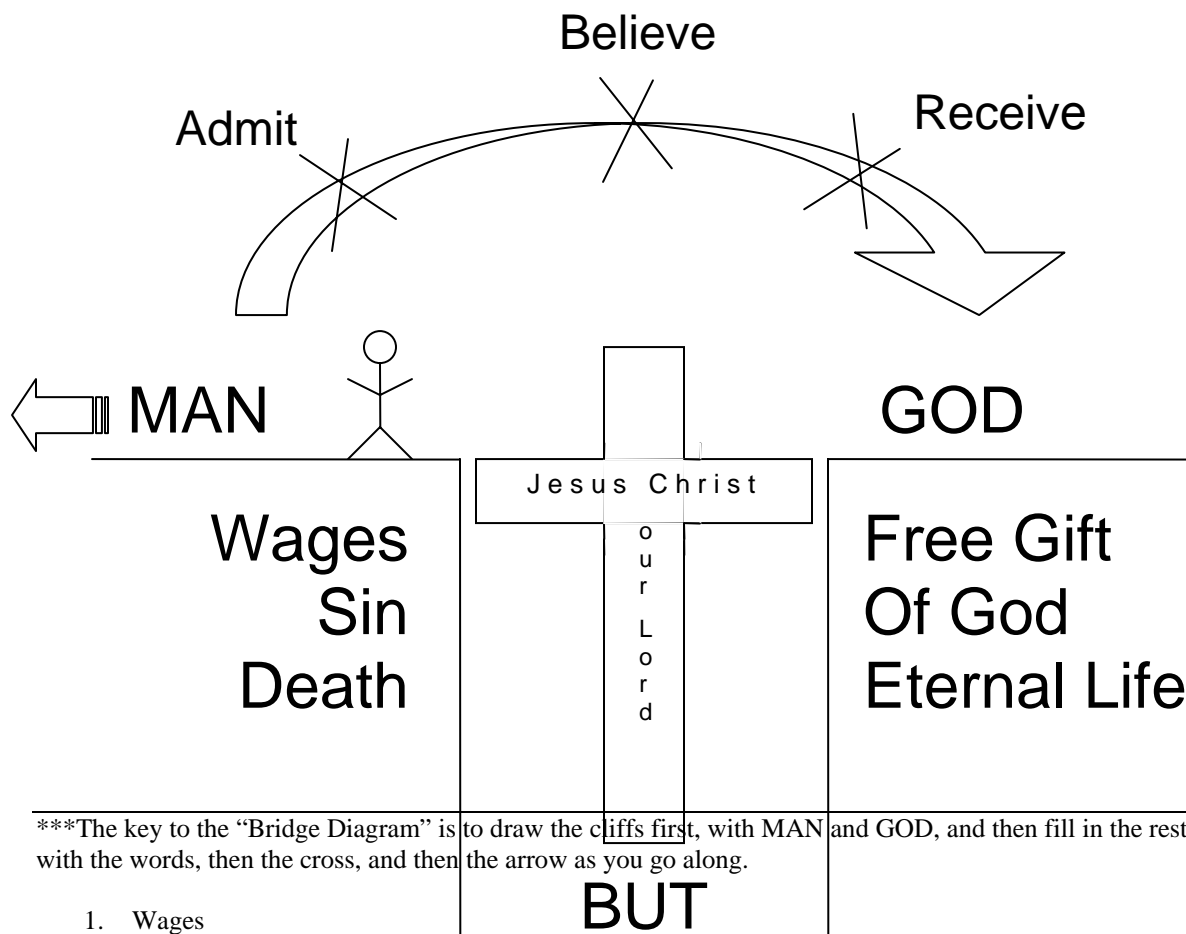
Remember, the goal is to share the gospel. Building relationships is important, BUT YOU MUST SHARE THE GOSPEL!!!

ONE VERSE EVANGELISM

The following pages outline a very simple way to share the gospel. In our experience, **NEARLY EVERY SUCCESSFUL CHURCH PLANTER IS A SOUL WINNER**. This example is a simple guide that will help. We would encourage any genuine church planter to take an intensive evangelistic course such as Evangelism Explosion© or F.A.I.T.H.© Being able to lead a person to becoming a disciple of Christ is the entire point of church planting, and the first step is knowing how to lead that person to salvation.

One Verse Evangelism Romans 6:23

“For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.”



***The key to the “Bridge Diagram” is to draw the cliffs first, with MAN and GOD, and then fill in the rest with the words, then the cross, and then the arrow as you go along.

1. Wages
 “How would you define wages?”
 “How would you feel if your boss didn’t pay you what you deserved?”
 ***Point out that we have earned wages from God for how we live our lives.
2. Sin
 “How would you define sin?”
 “How would a person have to live in order to get to heaven?”
 “Have you always lived a life as you just described?”
 ***Point out that sin is an attitude of independence and ignoring God. Explain how sin has separated us from God. (Explain using the “cliff” in the picture).
3. Death
 “What thoughts come to mind when you think about death?”
 ***Point out that the sin that separates us from God will extend even into eternity if unaltered. This is eternal death or what the Bible describes as Hell.
4. **BUT**
 ***Point: This is a very important word because it indicates that there is hope for us. Up until this point the message is bad news. Now we turn our attention to the good news!
5. Free Gift
 ***Point: From now on, be sure and point out the contrast between the words opposite each other in the diagram (i.e., wages and gift, sin and God, etc.).

***Point out that while some people try to earn God's favor with religious deeds, good morals, ethics, etc., it is impossible to earn the gift that God has already purchased for us.

6. Of God

***Point: Explain that all of us have sinned, but God alone is perfect. It is this sin, which makes a relationship with God impossible on our own. The good news is this: God wants to give you a gift!

7. Eternal Life

***Point: In contrast to the wages of death, which we deserve, the free gift of God is eternal life. It can only come from God...we cannot earn it.

8. Jesus Christ

***Point: At this stage, draw a cross between the two cliffs. This is the "bridge to life." Jesus is the means by which we obtain eternal life. By dying on the cross he bore the penalty for the sins, which we should have received. Thus, He has purchased eternal life for us.

9. Our Lord

***Point: Jesus is not only our Savior who dies for our sins, but the Lord and Master of our life whom we obey when we:

ADMIT our sin. We confess that we have ignored God and offended Him in thought, word, and deed.

BELIEVE that Jesus Christ died to forgive us completely of our sins so that God treats us as if we were perfect, just like Christ.

*RECEIVE Jesus Christ personally into our lives. Just as a gift is not truly yours until you receive it, so Christ must be received by us to have a relationship with Him.

*Another word that can be used in place of RECEIVE, is COMMIT. Same meaning, but it goes well with the "ABC" effect of becoming a Christian.

(Based on "One Verse Evangelism" by Randy Raysbrook, Discipleship Journal).

ADMINISTRATIVE NEEDS

Once you've got the basics down, you need to take some necessary steps to insure that your church plant is legal and you are protected. As a church planter, there are tax and liability issues you need to be aware of. While the following section will provide you with answers to basic questions, it is strongly urged that you find a qualified representative if you are unsure of anything. If you are a Southern Baptist work, please contact your state association if you have not done so.

ADMINISTRATIVE, FINANCIAL, AND LEGAL ISSUES FOR THE NEW CHURCH

"Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. . . . For because of this you also pay taxes, for rulers are servants of God, devoting themselves to this very thing. Render to all what is due them: tax to whom tax is due; custom to whom custom; fear to whom fear; honor to whom honor" (Rom. 13:1,6-7, NASB).

"But let all things be done properly and in an orderly manner" (1 Cor. 14:40, NASB).

Legal disclaimer: This material is designed to provide help in raising issues that need to be considered by the new church. It is not designed to take the place of legal counsel and/or representation or services and/or counsel offered by accounting professionals or specialists in other fields. If legal advice or other professional service is needed, the service of a competent professional should be sought.

I. Introduction.

What are some of the administrative, financial, and legal issues that a newly planted church needs to deal with (and when)? Often it is stated, "Let the partner (partner/mother) church (or association) handle all these issues." This is the easier way to approach them. It is not always the best or healthiest approach for the new church. Sometimes, because of distance, this approach is not practical. Because of developmental issues, it is recommended that the new church deal with each matter as soon as possible.

II. Financial issues.

A. General matters

Whether handled by the partner entity or the new church, it is wise for the new church to have a checking account in its own name. Funds should not be handled through the partner's accounts or, worse, the church planter's personal account. Prior to opening a checking account in its name, beginning to issue salary checks, et cetera, the new church needs an Employer Identification Number (EIN) from the Internal Revenue Service (IRS); (Form SS-4).

B. Checking account

In the early core group gathering phase of a church plant, two members of a partner church may serve as treasurer and cosigner on the new church's checks. As soon as competent, reliable people are identified in the new church, those responsibilities should be transferred to the new church. Sound guidelines for handling finances need to be developed early in the church's life to protect those involved in handling funds from temptation and to maintain financial integrity. (Some suggestions are found in Appendix A.)

C. Developing a ministry budget

Even a new church needs a ministry budget. The budget needs to reflect its vision and mission statement. It is advisable that the church look at the following percentages as a rule of thumb in budgeting local receipts.

World missions (Cooperative Program 8%; association missions 2%)	10%
Personnel expenses (salaries and housing allowances)	40%
Education, outreach, local ministries expenses*	20%
Building (rental, purchase, utilities, insurance, etc.)	30%

*Ministry-related expenses need to be separated on paper and in the minds of members. These reimbursements should be considered as the "costs of doing business" and not salary.

The IRS has stringent guidelines related to the handling of reimbursable ministry-related expenses (travel, hospitality, convention, etc.) and housing or parsonage allowances. The Annuity Board of the Southern Baptist Convention keeps abreast of these guidelines and annually provides resources to assist with these matters. Updated material can be obtained from the GuideStone by cooperating churches by phone or email.

III. Postal issues.

A. Post office box

If the new church office is in the church planter's home, it might be wise to have a post office box.

B. Standard Mail (formerly called bulk rate mailings)

Many new churches plan numerous mass mailings. Generally if the church plans to mail more than 200 pieces more than four times a year, it can save money using Standard Mail. Nonprofit Standard Mailing is often 2/3 to cost of Standard Mailing and 1/3 to 1/2 the cost of first class mailing. To obtain permission to mail at nonprofit rates, the new church must file PS Form 3624 and provide needed documentation. It is helpful to have "formation papers that include:

1. A 501(c)(3) blanket exemption letter covering the state convention and affiliated churches (see V, A)
2. Possibly a state incorporation certificate (see VI, C)
3. An EIN in the church's name

In addition, the application calls for additional operational documents such as financial statement, calendar of activities, bulletins, brochures, etc

Postal Service Publication 417 states, "An authorized organization must not use the Nonprofit Standard Mailing rates to send matter in behalf of or produced for an unauthorized organization or entity." (p.15) It is illegal to operate under someone else's nonprofit mailing permit and such activity invited the loss of the permit if discovered by postal inspectors. Due to the sponsor relationship between partner and new churches, some clerks permit mailing under a partner's permit. Normally this happens after specific discussions of the churches' relationship and under strict guidelines that include: 1. Mailing from the post office where the partner is authorized for mailing, 2. The partner's name and return address on the outside and 3. Some form of statement that the new church is a ministry of the partner church. The new church needs to ask, are these three restrictions worth the savings from not getting out own permit?

In 2001, regulations allowed for cooperative mailings. Publication 417 states, "A cooperative mailing is a mailing produced by an authorized organization that cooperates with one or more organizations to share the cost, risk or benefit of the mailing.

Cooperative mailings may not be entered at the Nonprofit Standard Mailing rates unless all cooperating organizations are authorized to mail at these rates at the post office of mailing.”.

IV. Insurance issues.

A. Liability insurance

Can the new church operate under the partner entity's coverage with a special rider, or does it need its own policy for its location and its pastor? This issue needs to be explored and verified in writing. Do not take anyone's "think so" or verbal verification. If a church is using rental property (school, theater, restaurant, etc.), an insurance binder often will be required as a condition of the rental agreement. It is also advisable to have this when meeting in a private home to relieve the homeowner's liability.

B. Pastor's professional liability insurance

It is common today for churches to carry malpractice insurance on pastors and other staff members.

C. Screening church workers

Another area of liability is in childcare in the church's education and worship programs. A new church needs a responsible screening process that is regularly and uniformly applied to all persons working with preschoolers, children, youth and developmentally disabled adults. In addition to screening volunteers, many authorities in the legal field suggest a police background check of all employed children and youth workers.

D. Worker's compensation insurance

Some states now require churches to cover all staff and employees under worker's compensation insurance.

V. Federal tax issues.

A. Tax-exempt status

Most state Baptist conventions and the Southern Baptist Convention have a 501(c)(3) exemption from the IRS and a blanket letter covering all affiliated churches and there is no need to apply for a separate exemption. It seems that most state conventions do not provide this unless they are specifically requested. Recently many state conventions have ceased providing a copy of the blanket exemption letter.

NOTE: There are some legal and tax counselors encouraging churches to apply for individual exemptions and offering to complete the form (1023) for a fee. Currently the IRS has broadly applied its regulations concerning church/denominational relationships under 501(c)(3) guidelines to include Southern Baptists. Churches that plan to start a school, a foundation or a community development corporation will need to secure their own 501(c)(3) status prior to launching these ministries. It seems that both churches and associations of churches are exempt from federal income tax and are entities to which donors may make gifts and deduct those gifts from the donor's income taxes. Neither churches nor associations are required to have an exemption letter to enjoy exempt status under the Internal Revenue Code's section 501(c)(3).

If the state convention does not provide an exemption letter it is suggested that churches get the 501(c)(3) exemption letter from the Southern Baptist Executive Committee. Until

the new church constitutes, the partner church needs to request this on behalf of the new church. The partner church needs to be a cooperating church that has filed an Annual Church Profile and is contributing to the Cooperative Program. After the new church constitutes, files an Annual Church Profile and contributes to the Cooperative Program, it may request the 501(c)(3) letter in its own name. Requests for such a letter from the Executive Committee should be addressed to:

Jack Wilkerson
Executive Committee / Southern Baptist Convention
901 Commerce Street, Seventh Floor
Nashville, TN 37203-3699

Occasionally a church is asked by the Post Office to show its 501(c)(3) exemption number or letter to qualify for favorable postal rates. The Executive Committee letter should satisfy the Post Office, since this technique has operated successfully in many prior instances.

B. Employee records

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

Some states, counties, and cities have income taxes. You may be required to withhold taxes for these and pay them periodically. Again, check with local authorities for their requirements.

C. Contribution records

The church needs to provide contributors of \$250 or more a receipt. The receipt should note (in some manner) that no goods or services were provided to the contributor in connection with the contributions or that their value consisted entirely of an intangible religious nature. There are additional regulations affecting the valuation of contributions of non-cash property and quid pro quo contributions. (See publication 1771.)

VI. State tax issues

A. Some states have a tax exempt number that is given to certify that the church does not have to pay state sales tax on purchases. Again, in some states, new churches can operate under the partner church, association, or state convention's tax-exempt number until it incorporates or constitutes. It should be noted that other states do not provide a number but allow churches to use a certificate of exemption (e.g., Michigan; see attachment). In California, churches must apply for exemption from income tax through the state's Franchise Tax Board.

B. Property tax exemption

Most states exempt churches from paying property taxes on their lands and buildings used for religious purposes. The laws and departments dealt with vary from state to state. In California, for example, there are three categories of property tax exemption for which a church may apply (church, religious, or welfare). The church applies for this through the county tax assessor.

(WARNING: "Give to Caesar what is Caesar's" or he will get it with penalties and interest.)

VI. **Covenanting, constituting, and incorporating.**

A. **Covenanting**

Covenanting is choosing to relate to one another in a responsible and accountable way. In "The Baptist Faith and Message," the initial description of the church is "a local body of baptized believers who are associated by covenant in the faith and fellowship. . . ." A covenant is the formal statement of that association. Historically, many churches have adopted, framed, hung on a wall, and ignored a "sample covenant." Today some churches are putting serious thought in preparing a covenant and formalizing the covenant relationship.

B. **Constituting**

Constituting is a traditional, ecclesiastical, and legal process defining the church's organization and membership and marking the culmination of initial development. In Baptist tradition, the process of constituting marks the movement of a new congregation from a dependent to an autonomous status. Usually this involves the writing and adopting of a constitution and bylaws and observing a special service in which the new church is recognized as a member of the family of churches within the association/state convention. For future protection of the church, even if it is not required, it is good to file the constitution and bylaws with the state government's incorporating department and the state convention. There are resources to assist churches in the process of constitution on page 65.

C. **Incorporating**

Incorporating is a legal action. Its timing varies from state to state and should not be confused with the denominational process of constituting. The most important legal issue in deciding to incorporate is that of liability. According to California attorney Nolan Kennedy, "Potentially the most important reason to incorporate is that the corporate form of organization means the members of the church are not personally liable for its debts. Without a corporation, the church members are personally responsible for any obligation of the church" (*A Manual for Incorporating a Baptist Church in California*, p. 3).

Two additional reasons for incorporating are (1) greater ease in doing business (i.e., signing leases, establishing credit for supplies, opening bank accounts, owning property) and (2) greater ease in meeting requirements for tax-exempt status.

In some states, new churches may operate under the partner entity's incorporation documents. In other states, such an arrangement is not permitted or suggested. In many states, incorporation may and should be done early in the church's life; in others, only after constitution. Some states have special laws related to ecclesiastical corporations; others lump all nonprofit corporations together. Additionally, the issue is confusing because the state department dealing with this is different in various states (e.g., in Michigan it is the Department of Commerce; in California, the Secretary of State).

NOTE: Some states require filing an annual form to maintain incorporation status. Do not neglect those filings!

D. Transfer of property and debt

In traditional settings, sometimes land is purchased and debt is encumbered by the partner church on behalf of the new church. At the time of constitution and incorporation, legal action needs to be taken to transfer the property and debt to the new church.

VII. Miscellaneous.

A. Contracts

The new church may have to deal with a variety of legal contracts - everything from purchasing equipment to leasing space and contracting for certain services. Two words of caution need to be observed. Make sure who has authority to sign contracts. (In most churches the trustees have this responsibility.) Read all contracts carefully and get explanations and/or written clarification on unclear elements of contracts.

B. Employment eligibility forms

Complete and retain an I-9 (Employment Eligibility Verification) form for all staff and employed people.

C. Weddings

Each state has different laws as to who is eligible to perform weddings and what registration is required. The church planter needs to find out what the laws are in his/her state and respond appropriately.

D. Copyright Licensing

The church needs to deal responsibly with copyright issues. One of the major areas of violation in many churches is in the area of copied and projected music.

VIII. Conclusion.

Some associational missionaries and state directors of missions are very knowledgeable in these areas and know who to contact in relation to issues in the state. Others do not deal with these issues regularly and may not be up-to-date on which state government department to contact. It is good to check with them first for ideas and resources on state issues.

Also, realize that regulations change regularly. Sometimes information they (or we) have was correct last year but not this year. It is wise to verify with state departments how that state currently operates. If there have been changes, let the state or association leadership know.

Resources for further study:

Hammer, Richard R., *Church and Clergy Tax Guide, 1966 Edition*, Matthews, N.C.: Christian Ministry Resources, 1995.

_____, *Reducing the Risk of Child Sexual Abuse in Your Church*, Christian Ministry Resources, Matthews, N.C., 1993.

Kennedy, Nolan M., *A Manual for Incorporating a Baptist Church in California*, California Baptist Foundation, 1990.

Tennessee Baptist New Church Plant Administrative Needs

1. Name your church

2. Obtain Corporate Charter

- Print document from this file, or print it from:
www.state.tn.us/sos/forms/ss-4418.pdf
- Fill out form (PO Boxes are not accepted).
- Mail it with \$100 to:
Dept. of State, 312 8th Ave N. 6th Floor William Snodgrass Tower
Nashville, TN 37243
- Upon receiving Charter, you must file with the county.
In Shelby county you must file (in person) with \$7 to:
Shelby County Register of Deeds
160 N. Main St. Memphis, TN.
- There will be a \$20 annual fee.

3. Obtain Employer Identification Number for IRS (EIN).

- Call 1-866-816-2065 to receive one over the phone.
- You may want to print out form at www.formassistant.com first.
- There is no cost.

4. Obtain Sales Tax Exempt Number

- Contact TN Dept. of Revenue at 901-213-1400 (Shelby County).
- Have form for Sales Tax Exemption mailed.
- Fill out and return. Website <http://www.form1023help.com/>
- There is no cost.

5. Open a Checking Account (You will need an EIN to do this).

6. Send 7% of tithes to:

- Tennessee Baptist Convention Accounting Department
PO Box 728
Brentwood, TN 37204
- Envelopes will be sent for future tithes.

7. Send 3% of tithes to:

- Your local Baptist Association, in Shelby County: -
Mid-South Baptist Association Accounting
Department 6896 Hwy 70
Bartlett, TN 38029
- Envelopes will be sent for future tithes.

8. Adopt Budget

- Examples found in Appendix A.
- Review with church monthly, form committee if enough members.

9. Adopt Constitution and By-laws.

- Examples found in Appendix A.

10. Contact Tennessee (or your state) to:

- Make sure you are in system
- Assist you in obtaining 501-c-3 letter confirming non-profit and Fed ID number.

- In TN, call 615-371-2043 or 800-558-2090 and ask for Bill Maxwell
- Necessary forms will be released to you only *after* initial 7% tithe is sent.
- There will be no cost.

11. Obtain liability insurance for corporation

12. 501(c)(3) helpful information: <http://www.form1023help.com/>

Steps for incorporating a Church Plant in TN

1. Print out the **TN State Charter Form SS-4418** (found on the internet on the department of state page).
2. On line 1, insert the exact name of the church plant.
3. On line 2, check off boxes designating that the corporation is a public benefit corporation, a religious corporation, and that it does not have members. (these designations are for church plants only).
4. On line 3, fill in the complete information of the church planter.
5. On line 4, insert the same information from line 3 on the first line. You should include at least one other agent of the church plant on the following lines.
6. On line 5, insert the address where the main office will be/is located.
7. On line 6, do nothing.
8. On line 7, only insert information if you want to delay the day your corporation is incorporated. (Usually you would leave this blank).
9. There is no line 8 or 9.
10. On line 10, insert the words (see attached page). Once you have completed filling out this form, you will need to print **Charter Addendum** (found on the next page). Insert the name of the church plant in the blank on the top of the page. Staple the **Charter Addendum** to the **TN State Charter Form SS-4418**.
11. On line 11, do nothing.
12. In the bottom box, have the church planter sign and date the form.
13. You must include a check for \$100.
14. Once the form has been accepted, keep a copy of the form and payment receipt on file. (you will receive this information from the state). Go to **Tennessee Baptist New Church Plant Administrative Needs** found on page 26 of this document for further instructions.

[_____]

Church Plant Name

10. Insert the provisions regarding the distribution of assets upon dissolution:

Upon dissolution of this corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to the government of the state of Tennessee or any county, municipality, or political subdivision therein, for public purposes. Any such assets not so disbursed shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

NOTES ON GROWING A CHURCH WITH EVANGELISM

Once you have an established church plant or mission church, you will need to make sure you continue to grow. As a church planter, you must realize that you have to avoid the pitfall of “membership maintenance.” This simply means you must now balance your time between the existing members and trying to get new disciples. Too many church planters fall into this pitfall, and the following pages can help you to avoid the same mistake.

I. Pastor must be the example or the church will never rise to a higher than pastor level.

- Without a soul winning pastor you will not have a soul winning church. Get involved with a church that witnesses and that motivates others. Soul winners have soul winner friends. If you are the only one so be it. It may take a few years to revive a disobedient church and train new folks.
- Schedule your soul winning time. Set a time, morning that you pray for the lost. Balance prayer, soul winning and administrative time.

II. The pastor must plan for soul winning.

- Use a 5-year planner as the best evangelist is booked that far in advance.

III. The pastor must set the stage for soul winning.

- 1st 3 months preach on sin. Urge for confession of sin in the house, folks getting right with God. Can an Achan hold back God's blessings?
- Preach on Biblical sin, not your personal preference.
- Preach with compassion and love.
- Preparing for revival is getting right with God. Proverbs. 23-24
- Next, preach for 2-3 months using soul-winning verses.
- Use verses that allow the Holy Spirit to burden the church for the lost.
- Teach a simple plan for evangelism. (see One Verse Evangelism)
- Pray that the church has a burden for the lost. You have not because you ask not.
- **Kids:** If people die do they go up or down? What is sin? Have you ever sinned? Where is Jesus now? Do you know what happened to Jesus? Why? If child still believes in Santa Claus, then wait on baptism.
- Wait on concept if the child still believes in Santa.

IV. The pastor must understand the church and the community.

- What is the spiritual atmosphere of the church?
- What are the unknown Gods? Acts 17
- Pray for Christ to bind the demons against evangelism in the community (John 17).
- Tell half the church to dress as the seekers dress. Want a reverent atmosphere, but friendly.
- Create excitement. Angels rejoice when one sinner repents and we should too. (Luke 15:7)
- Go after the hard sinners. Drunks, prostitutes, drug dealers.
- Assume when you talk to the church they do not know what you are talking about. Explain what revival is and why we do it. Explain so even children could understand.
- Evangelism unites a church, theology divides.

- If the church is too crowded they will not come and stay. The potted plant syndrome, too tight it dies from within. No growth. Keep enough empty for 10-20% to be empty.
- To understand the community, go to all funerals.
- IF someone is saved, work the web. Contact with them their relatives and mentor sharing to them. In reverse, know web of friends and family. Ask a difficult person to leave the church for a time as part of church discipline. Pray for wisdom and is it Biblical or personal.
- A conservative who is immoral changes his theology and becomes a liberal to accommodate their sin.
- Do church growth and do not embarrass Jesus or yourself in the process.
- You cannot put God in a theological bottle, don't try. Every time a verse will bust Him out.
- What we know of God is because of Jesus. Start your theology at the cross. Ex., "God causes men to sin." Test statement by did Jesus ever cause anyone to sin? Then John 1:14 says God does not either with the verses we have looked at so far.
- ID power groups within the church. ID them with the use of personal pronouns like they and we in conversations of others within the church. One of these groups controls things. The other says, they always get their way they are...
- Teach during baptisms that it does not save and always teach Bible doctrine when given a chance. Otherwise, before long many new folks do not know or agree, thus conflict points. (**Hint:** It is easier to get a new pastor than a new millionaire.)
- Teach your position on issues using Bible verses and stand by them in a new members class.
- Have a night a week just for praying for the lost.

V. How to grow churches with \$0:

- If pastors average 5-soul winning visits a day.
- If Sunday school classes/small groups will visit or call their absentees and visitors (this means outreach leader in place, trained).
- If Sunday school/small groups will set goals of enrolling 1 new person a month.
- If Sunday school classes/small groups will have a fellowship at least once a month.
- If Sunday School classes/small groups have a goal of each member making one new friend a month, targeting the lost.
- If Sunday School/small groups pray for the lost at meeting times.
- When setting goals. A person will not try if you ask them to do 1 million push ups. Ask to do 10; they will at least try a few.
- If your church does not re-baptize, then give them the option to renounce old beliefs publicly.
- Remember, people are more important than rules and programs.

VI. For a successful pastor and staff.

- Has a prayer life.

- Studies word of God.
- Preaches the Word of God, does not lecture.
 - Explain God's Word.
 - Illustrate God's Word.
 - Apply God's Word.
 - Mentor and live God's Word as proof you believe it.

VII. Pastor constantly tests for soul winning techniques that God blesses in his area. Acts 11.17. Memorize verses; mark new Testaments, testimonies, Jesus films, paint talks, puppet teams, tract training classes, E.E. and C.W.T., and faith Sunday School training.

Good fisherman have an arsenal of baits to use. Matt. 4.19

Holy Spirit witnessing. Learn to follow the Holy Spirit. Ask God to forgive failed leadings.

Find out an area God is working and concentrate your efforts there.

- a. Check all extra baggage before attack. (Confess sin to God, name sin and then why you did it. Search for verses to help you). Ask God to lead, pray for divine appointments.
- b. Prayer is long-range artillery in spiritual warfare. Use before charge with ground troops. As in good old days, a general leads his troops.
- c. Test an area for a church plant:

- Do a VBS there.
- Survey and measure spiritual fruits. (Acts 11:17)
- Prayer in area and seek God's answer.
 - Door to door evangelism.
 - Send out teams in 4 directions. Report back after a time and send all workers to areas responding. Fish where the Holy Spirit has them biting. Ask what others are using for meeting people and sharing the Gospel.
 - If God has you in a dry area, witness for short intervals of time (30-60 minutes). No one is above quitting and discouragement in the long haul, except Noah maybe. Be faithful to the call until God opens another door. Never quit until you can say John 17:4.
 - Go to the most influential, powerful in the community first. Do not hide from them or guilty of Romans 1:16.
 - Work levels of authority. Seek and share with the person the community says is the worst person they know. Go after the hard sinners, bar owners, prostitutes, drug users, etc.
 - As area responds, witness in longer intervals and train new fisherman. Matt. 4.19, 28:18-20
 - Skip denominational barriers to evangelism. Our goal is not to debate denominations.
 - 1) How is your relationship with God?
 - 2) Ask if they are a born again _____? (Baptist, Mormon, Catholic, etc.)
 - 3) On a scale of 1 to 10 how is your relationship with God? May I tell you how to finish the gap? Or may I give you a booklet that shows how to get to level 10.

- Someone accepts Christ, yet wants to remain in an unbiblical or dead church. “Sir, why did God use us to lead you to Christ?”
- If someone asks, “Must I give up sin?” Is it unconditional surrender or are you not ready? Soul winning is exciting. You need to get into the Battle. We have worldly churches because so many in the churches are lost. They are not true believers at all cost. Good speakers can grow churches despite theology.
- If soul winning and “saved” do not have a changed life, then focus on cost of commitment when evangelizing
- Use a Catholic Bible with Catholic areas. Ask them to read from their Bible when witnessing in their home.
- Advanced soul winning techniques. *Mormons*, Later Day Saints, especially hardened ones.
You: “We believe in a different God.” *Mormon*: “No same God.” *You*: “No the God we believe in has always been God, yours once a sinful man that became one of many gods.” *You*: “We also have a different Jesus.” *Mormon*: “No, same Jesus.” *You*: “Your god had sex with Mary to produce Jesus and his brother Satan. The Jesus of the Bible was conceived without sex and is unique as the only non adopted son of God.” Then leave them challenged to test their beliefs.
- If visit a home and no one there, go next door.
Acts 18.6 And when they opposed themselves, and blasphemed, he shook *his* raiment, and said unto them, Your blood *be* upon your own heads; I *am* clean: from henceforth I will go unto the Gentiles.**7** And he departed thence, and entered into a certain *man's* house, named Justus, *one* that worshipped God, whose house joined hard to the synagogue.**8** And Crispus, the chief ruler of the synagogue, believed on the Lord with all his house; and many of the Corinthians hearing believed, and were baptized.
- Go to the hospital. If they have no religious preferences checked on their admission or registers form. You should ask them if you may be their pastor and ask if it is o.k. for our church to pray for them while they are in the hospital. They may not want you to witness to them, but they may want you to pray for them.
- Even if not having a revival, good to have a harvester twice a year.
- Schedule prayer, planning, evangelism, evangelistic messages, altar calls, revivals, testimonies.
- How do you compete with a mega church? The Pastor of a mega church will never know his people. The mega church will not be able to compete in hospitals, funerals, and weddings.

VIII. Cliff Jenkins “How to Reach People through Sunday School”

- Reach thru goals. Make sure the goals are realistic, attainable, and measurable. Try to do in 4-week sections. Also one long-range big project that the 4-week sections funnel into.
- Make sure goals are visible. Let other people notice your goals. Present goals in three different ways and places: Pulpit, Sunday School, and Posters

- Reach thru pre-school. They usually bring young parents with them. Good parents are concerned with their kids. Paid workers are complacent. Sanitized area (assume Aids, Hepatitis positive so supply gloves). Quality teaching, never too little to learn, they are learning a language aren't they. Good communication, equipment, tiny tot CPR poster frame and display.
- 17% of time a child is reached for Christ, the entire family eventually trusts Christ. 30% of time when a mother is reached for Christ, the entire family eventually trusts Christ. 90% of time when a father is reached for Christ, the entire family eventually trusts Christ.
- User notebook: No sick babies and have the Aids Policy. Most lawsuits from property and preschool. (Baby death: despite horrible = kill the church) Pre-school problems are: Security, Sanitization, and fathers stealing kids from mother in Sunday School.
- Reach thru projects. People bond and tend to remember projects. To reach the community you must go into the community. Have community service events. This is a test: List events and programs of your church. How many go into the community and how many say they come to us?
- Reach thru correspondence. Examples: Birthday cards personally signed by you. Write them, do not copy or run off on a copy machine.
- Reach thru contact points. Crisis and major events in a person's life that could influence them to join class, church, or most of all accept Christ. People moving into town, stop at every moving van, funeral, graduation, Cancer Hospitals, jobless people, promotions. The most important thing is to get involved in peoples lives.
- Reach inactive members. 50% statistically are lost. Go say, "Hello my name is Brother_____, I know you are a member of_____. I am here to say Jesus Loves You and we love you, and we want you back." After they have vented, say, "What would it take to get you to come back?? Then if biblically possible do that. Statistically most folks will not leave if someone visits within 6 weeks of them not showing up.

IX. Church Growth

- Has always been by caring as Christ cared and acting on that. Pray towards others you see, hear, touch, love, share like Jesus did. *The Daily News* in Memphis lists new electric hook ups. Visit them. Leave info on schools, getting drivers license, a good veterinarian, mechanic, etc. and your church. Keep the visit short as they are unpacking. Have nearest church member drop by in a few days, and offer to pick them up or meet them for church the first visit. Take note of kids, etc. Have a new move in packet (see sample provided) with info on how to get:
 1. a driver's license
 2. kids registered for school
 3. veterinarian in town
 4. police #

- 5. hospital # and location
- 6. voter registration procedure
- Lack of parking will kill you.
 - Put a sign saying “entrance” as folks may be afraid of coming in late in the wrong door.
 - Look at all events from a lost point of view. Communicate it is not just for church members in promotions. Watch church language like. “Grace Group” that a visitor does not have a clue what that means.
 - Look at all events from a God honoring view. Is the event ashamed of the gospel? Is Christ shared in an appropriate way? What makes this event different from a Mormon or civic club event?
- Some people will never be comfortable visiting a prospect but may give some one a phone call, mail information, or email. Members who are physically limited can assist in these areas without the restrictions of travel. Phone evangelism is available through North American Mission Board. <http://erconline.net>

X. Biblical Basis of Evangelism

Evangelism is winning people to a saving relationship with the Lord Jesus Christ. It should be the top priority of every church. Everything should relate to this purpose. The overflow of the early church’s discipleship methods was evangelism.

Objections to evangelism:

1. Social love over loving them enough to share Christ and save them from hell.
2. Liberal pastors and/or teaching.
3. Bad theology is a hindrance to evangelism; if any theology hinders evangelism, it is wrong.

- People know if you tell them God loves them and God wants to save them. They also know if you do not believe it yourself. Plus it makes you a liar if you do not believe and you tell people this.
- Preach the whole Bible even if it contradicts in our minds.
- Evangelism is the most God honoring event and is urgently needed.
- Luke 19:10 For the Son of God came to seek and to save that which was lost.

Not to give jobs, feed, or end poverty.

We need to interpret the Bible exegetically, preach clear truths in scripture. And tell people that they are lost until they accept Jesus Christ as Lord and Savior. All of the sin of man from past, present, and future was taken away by Jesus’ crucifixion. The only crucifixion that works is that of Jesus because Jesus has eternal value and is God. Anything that limits the blood of Jesus is cultic. C.E. Autry says evangelism is an outreach of the church into the world. It is a confrontation with the Gospel of Jesus Christ. It is an attempt to lead people to a personal commitment by faith and repent in Christ as Lord and Savior. The Gospel is the death, burial, and resurrection of Jesus

Christ. The question is, “Is this the desire of your heart?” Yes or no. If no, “Why?” This is where rub is. Choose a side. Without asking for a choice it is just information. Until you make a choice we will never know this. The Devil acknowledges these facts and so did the 2nd thief on the cross. They never chose to commit to this truth.

XI. The Three Views of Evangelism are:

- Presence: you need to live a Christian Life In the world
- Proclamation: By preaching they will come.
- Persuasion: By efforts we can persuade men to come to Jesus Christ.

Calvinist say sub spiritual vs. sovereignty of God. Acts 28:23, II Corinthians 5: 11 and 20 Persuading Men. Ask this question, would you like Jesus Christ as your Lord and Savior? If they say no, then should you just walk away? Paul begged people and he was broken and determined, despite all the hardships. Another good question, do you try to persuade with a heart for the lost?

XII. Three ways that a church grows:

- Biological: Where children reach an age of accountability. About 3% a year.
- Transfer of letter
- Conversion: Winning souls to Christ.

Jesus’ New Testament Priority for Evangelism:

1. Luke 19:10
2. Matthew 4:19
3. Matthew 9:36-38
4. Matthew 28:18-20
5. Luke 22:46-48
6. John 20:21
7. Acts 1:8 says when Holy Spirit comes upon you; you will be my witness. The early church was Evangelical; we think it is the pastor’s job.

The theology of EVOLUTION is if man came from evolution then there is no God, no right and wrong, no sin, and no need for Savior.

Acts 5:8 Fill Jerusalem with my doctrine.

Acts 8:4 Went everywhere to the whole world preaching the word.

Acts 13 To the utmost part of the world preaching.

Romans 10:11-15 Testimony of Paul

1 Corinthians 9:16-24

Paul in Testimony of Epistles:

II Corinthians 5

1. Motivation acceptance and pleasure of Christ: Verse 9
2. Judgment of Christ: Verse 10
3. Horror of Judgment: Verse 11
4. Love of Christ: Verse 14 This should compel us.
5. Power of Christ: Verse 17
6. Ministry of Christ: Verse 18

7. Ambassador of Christ: Verse 20
8. Cross of Christ: Verse 21

XIII. Pastor is Pace Setter in Church Evangelism

Personal leadership is the key. Normally zeal of church follows the leader's zeal. If you do not like the people then it is a bad match. It is difficult to rise above the zeal of the Pastor. The Pastor must be the example to the congregation. It will take 2-3 years to establish a soul winning church. You must go out with young people who want to go. Young converts are best. You need to invite all to Saturday night prayer and for visitation.

1. Personal Practice: Pastor needs to set a pattern of regular visiting.
2. Praying: Private and public by name; we need to praise God and pray to Him for every event in our life. Pray for the lost people. Spiritual strength is not because you are so smart, but because of prayer and finding the leading of the Holy Spirit.
3. Preaching: Needs to have an entire evangelistic message and not just an evangelistic ending.
4. Planning: Have events where they can make a decision for Christ. Plan the event and follow through. Have Sunday and Wednesday night as a report and accountability hour. Schedule Revivals, Vacation Bible School, CWT Classes, EE, and FAITH.
5. Programs: Visitation Time and Day.
6. Promotions

XIV. Evangelistic Preaching

This style of preaching is more biblical, more powerful, and there is less trouble from those who do not like you.

1. Pastoral: Speak about the needs of the church
2. Prophetic: Speak on moral issues
3. Expository: Speak through books
4. Evangelistic: Speak about the lost and equip the saints with a burden and verses

A. Evangelistic Preaching: You need to preach with a mission, winning verdict in favor of Lord Jesus Christ.

- 1) Sense of urgency preaching.
 - a) Second coming (Rapture) II Thess.
 - b) Death

B. Reasons for Evangelistic Preaching

- 1) People are lost without Jesus Christ.
- 2) It is one of God's chief means for saving the lost.
- 3) The Holy Spirit uses this to draw the net of salvation.
- 4) Can be used to change lives (Romans 1:16 there is power in the Gospel)
- 5) Great Commission (Mark 16:15 demands evangelism and to preach)
- 6) It supports other evangelistic efforts in the Church
- 7) Romans 14:12, One day you will face God and give an account.

C. Purpose of Evangelistic Preaching

- 1) I John 5:12 to show people their need for Jesus Christ in their lives.
- 2) To show that God can satisfy II Cor 5:21 their need for Jesus Christ.
- 3) Persuade people to accept new life God offers in Jesus Christ.

D. Content of Evangelistic Preaching

- 1) Person of Jesus (DIETY+HUMANITY) Anything that limits the blood or finished work of Jesus, limits His deity and is cultic.
- 2) Gospel I Cor 15:1-4 = Death, Burial, and Resurrection of Jesus.
- 3) Response of repent and faith. Acts 20:21
- 4) Benefits of the Gospel.

E. Goals of Evangelistic Preaching

- 1) Secure an inner decision from the lost to trust Jesus as their Lord and Savior.
- 2) Have folks trust Jesus and declare faith publicly. (Romans 10:9-10)
- 3) To lead to Baptism and meaningful church membership. (Romans 6:46)

F. Evangelistic Invitational Purpose

- 1) Want people to know how to be saved.
- 2) Definition: Appeal of one to another to accept the Christian life benefits. Includes every appeal to repent and to turn to Jesus Christ, accept his forgiveness of sins, eternal life, and claims as Lord and Savior.
- 3) Biblical Examples:
 - a) Moses in Exodus 32:26
 - b) Joshua 24:15
 - c) I Kings 18:21
- 4) Spend as much time preparing an invitation as entire Sermon.
 - a) Matthew 11:28-30
 - b) Acts 2:40
 - c) Rev 22:15
- 5) Reason for invitation:
 - a) Logical conclusion to Evangelistic sermon.
 - b) Practical
 - c) Deepens the convictions of Unsaved.
- 6) Objectives of Invitation
 - a) Think about relation to God
 - b) Feel call of as Holy Spirit moves and convicts
 - c) Will decide to follow Jesus Christ
- 7) Practical Matters on the Invitation
 - a) Flow from sermon, not added, natural conclusion to message in sermons.
 - b) Be clear on what you want them to do.
 - c) Biblical
 - d) Be sensitive to the Holy Spirit
 - e) Music should be familiar
 - f) Deal with everyone who responds.
 - i. Use Soul Winners

- ii. Use counselors, deacons, elders, and EE trained
- iii. Visit them in the next 48 hours
- iv. Give them a survival kit (BIBLE)
- v. Develop new members orientation class and inform them
- vi. Try to get in Sunday School
- vii. Use in depth counseling right at the altar.

g) Evangelism:

- 1. Presence in world to live a good life.
- 2. Proclamation by preaching.
- 3. Persuasion by efforts from this to do all we can so people can come to Christ.

XV. Great Commission has five functions:

- 1. Evangelism
- 2. Discipleship
- 3. Fellowship
- 4. Ministry
- 5. Worship

Great Commission has four results:

- 1. Numerical Growth
- 2. Spiritual Growth
- 3. Ministries Expand
- 4. Missions Advance

Must focus on:

- 1. Prayer
- 2. Personal Practice in evangelism as examples
- 3. Programs that have desired results or change them
- 4. Promotions
- 5. Planning for results
- 6. Preaching for results

XVI. Revivals: is a single event that impacts folks for evangelism

- 1. Revivals can be way of reaching lost and unchurched.
- 2. Revivals is a way of touching uninvolved church members
- 3. Strengthen active members thru deeper commitment, enlarged vision, and spiritual refreshment.
- 4. Strengthen Churches
 - a. Attendance
 - b. Giving
 - c. Difference in singing
 - d. After revival you need to enlarge your vision
- 5. Can point church toward the lost. Revivals are the only time that churches focus 100% on the lost.

6. Address special needs of the lost. Revivals are geared for the lost and saved to get them right with God. Then when saved they will go witness. Hebrews 12 says God disciplines his children. Backsliding and no discipline means you are not saved. People who are not saved only look at God when there is a problem.
7. Revival sets atmosphere to help increase the harvest. There is an atmosphere of concern, proclamation, and witnessing. Revivals must be planned and prepared. (Hebrew 7:25)

Revival Preparation: Preparation is essential. If the revival is really prepared by prayer and witnessing, it will be hard not to have one. There should be planning, prepping, witnessing, visiting, attending, praying, confessing, and repenting. All of this equals a great revival. There will be a revived joy of salvation. Lost souls cannot be revived because they are still blind. Luke 4:16-19.

Steps to take in planning a revival:

1. **Set date.** You have to consider fairs, hunting season, harvests, final exams, and fund raising periods.
2. **Select and invite team.** Pastor should know the evangelist and music man. The Pastor should get strong recommendations for these people, require good attitudes, sound doctrine, and same methods, mentally upright, effective as evangelist. Loves the lost, not just seeking a decision. Pastor must choose evangelist Hebrews 13:17 says Pastor is responsible. Keep highest standard in pulpit. The invitation to the evangelist should be at least one year in advance. If you move churches before he is due to speak, agree that he comes with you to the new church. Exact dates, type of community, church verse lost revival, size of revival and town, clarify who pays expenses, meals, lodging, love offering. Evangelist + Musician should be 70-30 or 60-40. Get a confirmation letter, say that you are praying for them, and remind them of the date.
3. **Set Goals.** Elmer Towns friendship day. Those are big attendance days. 20 trained counselors. God saves and blesses effective witness. You should have at least 24 hours of continuous prayer before and small group prayer also.
4. **Establish Committees.** Prayer committee, publicity committee, music committee, contact committee, follow up committee, usher/greeter committee, outreach committee, hospitality committee, finance committee.
5. **Calendar back to prepare.**
6. **Recognize special emphasis can be used.** 4th –6th graders bring friends for hot dog night. Relative night, co-worker night, neighbor night. Take batteries, 9v, to home for smoke detectors, and if they do not know how to put in you go in and install and witness. Come up with a creative way to get in. Success does not make it right. Do not embarrass GOD, yourself, and your position.
7. **Focus on prayer.** If anything of value is done it is by prayer. Special and specific before revival prayer; for the lost, backsliders, evangelist for his spiritual, mental, and physical health. Urge people to pray daily place a card on table your dashboard, do something to remind you to pray. Small group prayer not fellowship and food. Pray for specific areas of town. Pray over buildings. Pray for sensitivity to what God is doing. *Average Southern Baptist prays 6 minutes a*

- day.** Most stagnant churches have no prayer life. Evaluate Church do not as the question how did, but ask what God is doing there.
8. **In your invitation focus on bringing lost people in.** If there are not any lost people there then go after sins, gifts, encourage overcoming. Pride, prayer time, inspirational gifts; challenge that God will have some preachers and some evangelist. Ten most wanted list. Wednesday before send all out, no church. Send letters to all of Sunday School/Church roll, but not to the lost. In the prospect file send letters. Use media, and flyers. Do what God says to do. Visitation blitz the week before, phone blitz the week before.
 9. **Make follow up a priority.** Preserve the ones reached and work their web. Be in their home within 2 days. Soul winning counselors. Ask them after a decision, do you know what you did, tell me about it. Offer visitation. Visit the lost, if not go within two weeks a window may be lost. People recognize them within two weeks. New Members class. Six weeks repeating. If they get saved in a week other than week one they still have to go through all six weeks of orientation. It is easier to funnel out verses telling as a class. Discipleship groups. Dr. Mayes thinks can do in S.S. 20-40 max. The larger the group the harder it is to be accountable. Jesus did in small groups versus one on one. This should produce disciples like you.
 10. **Work with the Evangelist.** It is better to put him up in a motel. If you want him to do his best then allow him to do his best. Rest and time with the Lord is important. Let him save his strength for why he came. Do not be afraid to use a schedule. But not visit saved in the hospital, in school and with the lost is ok. Clear with the evangelist before you go. Ask him to help you. Do not be afraid to ask him to show you the flaws in your evangelism. Make sure he eats before and after. In your visitation try to harvest those you are working with. Not best time to start, but if none time is now to get new ones. Especially to those lost that are hard. A new voice is helpful. IF you have no Sunday School list ask them to get known lost. Find the ten most wanted and put prayer warriors on them. Plan best time to visit, be considerate of the times that people take lunch breaks. Before you pick up the evangelist make sure you know where you are going. You knock get in and let the evangelist do witness, learn from him you can always come back. Be honest and up front with the evangelist about pay. Either the expenses will be paid for by the church, but if you can not afford then use local soul winning pastor, and tell him you cannot pay but with love offering.

XVII. Sunday School: This is how churches grow.

Sunday School as evangelistic strategy of Church Evangelism.

- a. Sunday School is good because it is already in place
- b. Bible is the textbook.
- c. Sunday School is church centered, not all discipleship groups, people go to church.
- d. Meets 52 weeks a year. Sunday School is stable and reliable.
- e. Sunday School is the largest group of workers in the church, and usually the most Godly.

- f. Sunday School has the greatest potential of any organization in the church. One out of three that come to Sunday School on a regular basis gets Saved.
- g. Sunday School provides that personal touch, relational, bridges, and comfort zone for lost to come to church.
- h. Provides small cell groups (spiritual fads).

XVIII. Cliff Jenkins 10 ways to grow Sunday School.

Character and vision for Sunday School and Church Growth. Read all books by Elmer Towns; Characteristics of Sunday School Growth.

- a. Focus on the families. Young married with young kids; go into houses that you can see toys in their yards.
- b. Visits by the Pastor. (Pastors usually fail trying to do something; then they never do it.) There are three types of preachers:
 - 1. Tentmaker
 - 2. Caretaker
 - 3. Risk taker
- c. Must make Sunday School a priority.
- d. Learn Homogenous Principle. (To Evangelize). Golf Class, Bass Fishing Class, Singles Class. People like to be around people like they are.
- e. Committed Sunday School Teachers. In reality, they are an extension of pastor.
- f. Place an emphasis on repeat visitors.
- g. Focus on outreach
- h. Two Sunday School Hours.

Flakes formula:

- a. Discover Prospect
- b. Expand Classes
- c. Train
- d. Provide Space
- e. Go after the People

Today Sunday School is not evangelical because:

- a. Liberalism
- b. Visionless
- c. Laziness

You should ask your class the following questions:

- a. Can you name prospects for your class right now?
- b. What actions are you taking to reach these prospects?
- c. How often is a new member added to the class?
- d. What is the evangelism report card of that individual class?

Pastors Role in Building Evangelistic Sunday School:

- a. Pastor is the Leader not the Sunday School Superintendent.

- i. Example
- ii. Equipper
- iii. Motivator and supporter

Four functions that Sunday School can accomplish:

- a. Outreach: It must be taught
- b. b. Bible Teaching: Do not assume they are teaching the Bible; check in on the classes every so often. Start on time; do not wait on the late people and disrespect those who arrive on time. Do announcements and prayer before beginning the lesson.
- c. c. Fellowship: People are more likely to go if friends are there.
- d. d. New Members assimilation: Friendship ration is 1:7 if they do not make friends in six months then you will lose them.

Second category of Growing Sunday Schools

- a. Commitment to Quality: Do not just have teachers to fill a void. Put one in that is ready. Ask the prospect; are they ready to grow in quality and numbers. Do not wait to the end of the year, but pull them aside and tell them they need to be ready by Friday and prepared by Saturday.
- b. Visitation Program: Growing Sunday School Must have:
 - i. Must have regular form of visitation
 - ii. Have active outreach in Sunday School
 - iii. Prospects are more likely to attend when they know someone in the class.
 - iv. Outreach will not develop without pastor and leaders who are involved.
- c. Assimilation and Retention. You need to invent new classes because people tend to bond in new classes. If you keep too many old classes cliques start to form.
- d. Special Emphasis. If it is possible try to purchase or read the book "Friendship Day" by Elmer Towns. You need to try to set realistic goals for Sunday School.
- e. Start new classes. Use Flakes Formula. 1. Divide existing class. 2. Start Seed Class. 3. Reorganize and adjust each new year.

XIV. Church Growth Diseases: Know how to diagnose problem.

- a. **Ethnicities:** Some have never grown enough in Christ to overcome racism. Terminal: cannot love, minister to, adapt w/asst. pastors of like race then will die. Co-pastor w/ ethnic pastor that matches congregation to transfer church to in the future.
- b. **Old Age:** Community is dying; terminal not always from sin. Die with dignity and mission.
- c. **People Blindness:** Failure to see the cultural differences between groups. Unable to reach new groups. Mississippi people are not like Montana. Do

not talk down to people as if they do not know anything. Evangelize different with different cultures.

- d. **Hyper Cooperation:** Hurts evangelism. Cross denominations together for efforts. Focus on your church and not on associations (state and national levels) most of the time to employ someone. Evaluate if association and committee are not doing anything but generating paper and charging you for it. Will it produce people that come to church and grow? Good is not always the best. Person can be full of food and die lost. To diagnose these diseases you must start with the Great Commission to reach the lost and to teach.
- e. **Koinoinitis:** Sweet fellowship, no growth. Bless us four and no more. No outreach, No revivals. Never too much fellowship, but closed fellowship. Cannot join the click. Splitting groups is the cure.
- f. **Sociological Strangulation:** Large flower small pot. Outgrow space. Not guarantee grow if build, but not grow if crowded. You might be inconvenienced and sit in hall, but lost will not and back sliders will not. If you are 80% full then look at options to grow larger auditorium to cure. Plan long-term before you hit 80%. 1-5-10 years services, shuttle parking, and start new church. Staff for growth.
- g. **Arrested Spiritual Disorder.** Or unconfessed sin in the church. Assume it when you get there. Isa. 5:4. Sinned against God. Confess not will of God. Pray about it what needs to be confesses, ex. There was no spiritual vision.
- h. **St. John's syndrome.** Church members getting older and unconfessed sin. A lot of gray hair, and not growing across the scale. Preach a sermon on 8 church diseases, ask the Sunday School teachers to make a sacrifice and split and confess sin of shunning visitors.

USING THE QURAN TO SHARE THE GOSPEL WITH MUSLIMS

This section provides a great way for you to share with Muslims. If you are called to work with Muslims, or even you only have one in your community, you need to familiarize yourself with what they believe and how to reach them. You should do this for any specific group you will be sharing the gospel with.

"The Quran's Right Path to God"

The Quran states in Sura 4.82, **"Do they not then ponder on the Quran? If it had been from other than Allah they would have found many errors."** (Gal. 1:8)

If one says these truths following truths are errors, then he is calling the Quran a lie and not from Allah!

Quran Sura 20.74 "Whoever comes guilty to his Lord, for him is hell. There he will neither die nor live."

To approach a perfect God one must be perfect. All those who are not perfect are guilty of disobedience to God and will go to hell. Romans 3:23 and 6:23 agrees with this.

Quran Sura 2.62, "Those who believe in what is revealed to thee (Muhammad) and those who are Jews, and Christians, and Sabeans-whoever believes in 1. Allah and 2. the Last Day and does right-their reward is with their Lord, and there shall no fear come upon them neither shall they grieve."

It does not matter what religion we claim. God knows what we believe in our heart and this will determine our fate at the judgment. We must believe in one God and the Last Day to have nothing to fear.

We must go to **Quran Sura 43.61-66** to learn of the Last Day of judgment for the whole world.

43.61 There is knowledge of the Hour of judgment. So doubt not, but follow me. This is the right path.

43.62 And let not Satan lie to you. He is your enemy

The Quran reveals there is a right path to God and there is a path of Satan.

Satan lies to get men off the right path so they will go to hell with him on the Last Day. **Sura 7:15**

Who is this one God has sent **"to follow and be on the right path"** according to the Quran?

63. When Jesus came with clear proofs he said, "I have come unto you with wisdom and to make plain some of that concerning which you differ. So fear Allah and follow me.

64. ...This is the right path.

The Quran reveals that the one God has sent to follow and be on the right path is Jesus. This agrees with John 14:6.

Quran 65. ...Then woe to those who do not believe and will suffer the doom of a painful day.

66. Await the Hour, it shall come upon them suddenly, when they know not.

What if this sudden judgment happens in your sleep? You must be ready. You can only be ready by trusting that God has given us this one to follow to heaven and save you from fear and hell. The right path to God according to the Quran and the Gospel is following Jesus. You cannot tell God you were not warned.

Quran Sura 3.3+4. "He has revealed to thee (Muhammad) scripture with truth, confirming that which was revealed

before it, even as He revealed the Torah and the Gospel.

One must study this Gospel Muhammad confirms to learn how to follow Jesus and be ready at the judgment.

Quran Sura 6.115-116 claims that no man can change God's word, thus the Gospel has not been altered.

The Gospel is in the Injil also called the Bible (1st Corinthians 15:1-4) and is referenced in the Quran.

Sura 19.33+34 states, "Peace on me the day I was born, and the day I die, and the day I shall be raised alive!

Such was

Jesus, son of Mary: (This is) a statement of truth concerning which they doubt."

In Medina a tomb holds Muhammad and the tomb of Jesus is empty because God has raised Jesus from the dead.

Death could not

hold the sinless Jesus (Sura 19.19). Those who repent and believe (Quran Sura 13.27 and Bible Acts 20:21) Jesus is the right path to God and died in payment for their sins will also have nothing to fear. Not choosing God's right path is believing the lies of Satan that lead to hell.

Which path do you choose?

Quran Sura 3.47-58 relates to **Luke 1.35-37** and explains the Son of God is a term for a spiritual miracle.

APPENDIX

A

In this appendix, you should find some documents and forms you will need to plant a church. These are guidelines our church or other church planters have used in the past.

ORDINATION QUESTIONNAIRE

These are the questions the candidates for Ordination will answer for us in writing first. After we have had time to look over their answers in detail, we will meet as a council to discuss the candidates. After we meet as a council, we will schedule a meeting with the candidates, at which time we will schedule a third meeting to discuss them further and, if necessary, determine a date for the service.

Ordination Questionnaire

I. Answer in detail: For what purpose do you wish to be ordained?

II. Answer the following questions and be prepared to discuss your answers at the Ordination Council:

1. Tell us of your conversion experience.
2. Tell us of your wife's conversion experience.
3. Discuss your call to the ministry.

Please back up your answers to questions 4-25 with scripture.

4. Explain your biblical responsibilities to your family.

5. Give your view of what it takes to be saved from the wages of sin.
6. Give us your belief concerning the doctrine of the security of the believer.
7. Give us your understanding of the doctrine of the Trinity.
8. Give us your view on the inspiration of the Bible.
9. Give us your understanding of creation.
10. Explain the condition of mankind without Christ?
11. Discuss the deity of Christ.
12. Discuss the ministry of the Holy Spirit.
13. Discuss the requirements for church membership.
14. Explain your views on biblical stewardship.
15. Explain the function of the church.
16. Discuss the ordinances of the church.
17. Explain the differences between the pastor and the deacon.
18. Do you believe the supernatural events recorded in Scripture, such as: the flood, the destruction of Sodom and Gomorrah, parting of the Red Sea, etc.
19. Do you believe in the virgin birth?
20. Do you believe in a literal resurrection?
21. Do you believe in the second coming of Jesus?
22. Do you believe in a literal hell?
23. Do you believe in a literal heaven?
24. Do you believe that homosexuality is a sin?
25. Do you believe in the ordination of women?

**CHECKLIST FOR ADMINISTRATIVE, FINANCIAL, AND
LEGAL ISSUES FOR THE NEW CHURCH**

When Completed	Issue to be addressed	Target date	Person responsible
	Applied for EIN		
	Opened checking account		
	Prepared financial guidelines		
	Enlisted financial secretary		
	Developed ministry action budget		
	Applied for post office box		
	Applied for bulk rate permit(s)		
	Dealt with liability insurance issues		
	Adopted screening form for potential workers (children and youth workers)		
	Is in compliance with state worker's compensation laws		
	Requested 501(c)(3) cover letter		
	Have W-4 and I-9 forms for employees		
	Targeted dates for covenant, incorporation, and constitution		
	Prepared guidelines for dealing with contracts		
	Obtained contract with CCLI		

**CHURCH
COVENANT –
EXAMPLE AND
REFERENCES**

Links to examples of church covenants

The Church Constitution Guide by North American Mission Board, SBC
http://www.namb.net/cp/About_CPG/pdf/constitution_guide.pdf

Mount Hamilton Baptist Church Constitution
<http://www.mhbc.ca/documents/Church%20Constitution.pdf>

Fairfax Circle Baptist Church Constitution and Bylaws
<http://www.fcbaptist.org/bylaws.htm>

Vail Valley Baptist Church Constitution
<http://www.vailvalleychurch.org/constitution.html>

Emmanuel Baptist Church Constitution
<http://www.bloomington.in.us/~ebc/constitution.html>

First Baptist Church of San Francisco Constitution
<http://www.fbcfsf.org/about/conlaw.htm>

North Pointe Baptist Church Covenant
<http://www.npbwebsite.org/covenant.html>

First Baptist Church of Mansfield Church Covenant
<http://www.geocities.com/fbcmansfield/fbcmcov.html>

IRS FORM SS-4 (Application for Employer Identification Number)
<http://www.irs.gov/pub/irs-pdf/fss4.pdf>

APPLICATION FOR REGISTRATION (Sales and Use Tax Exempt Entities)
<http://www.state.tn.us/revenue/forms/general/f1306901.pdf>

STATE OF TENNESSEE CHARTER (FORM SS-4418 Rev. 4/01)
<http://www.state.tn.us/sos/forms/ss-4418.pdf>

Church Covenant – Example and References *From *The Church Constitution Guide* by NAMB

A church covenant defines relationships and is an objective document that Baptists can use to make decisions relating to membership.

EXAMPLE:

WE, THE MEMBERS OF NAME OF CHURCH, DO HEREBY COVENANT WITH EACH OTHER BEFORE GOD TO: BE FAMILY; TO BE COMMITTED TO EACH OTHER; TO LOVE, ACCEPT, AND FORGIVE EACH OTHER UNTIL DEATH OR GOD’S CALL CAUSES US TO PART.

LIVE IN JESUS CHRIST AND TAKE HIS COMMANDS SERIOUSLY.

HELP ONE ANOTHER GROW TOWARD CHRISTIAN MATURITY BY BEARING ONE ANOTHER’S BURDENS, ENCOURAGING ONE ANOTHER, EXHORTING ONE ANOTHER, PRAYING FOR ONE ANOTHER, CONFESSING OUR SINS TO ONE ANOTHER, SPEAKING THE TRUTH IN LOVE TO ONE ANOTHER, ADMONISHING ONE ANOTHER, BUILDING UP ONE ANOTHER, TEACHING ONE ANOTHER, COMFORTING ONE ANOTHER, SUBMITTING TO ONE ANOTHER, SERVING ONE ANOTHER, PATIENTLY BEARING WITH ONE ANOTHER, BEING HOSPITABLE TO ONE ANOTHER, GREETING ONE ANOTHER, LIVING IN PEACE WITH ONE ANOTHER, REGARDING ONE ANOTHER AS MORE IMPORTANT THAN OURSELVES, CARING FOR ONE ANOTHER, EXERCISING OUR SPIRITUAL GIFTS TO SERVE ONE ANOTHER, BEING KIND AND TENDERHEARTED TO ONE ANOTHER, BEING DEVOTED TO ONE ANOTHER, ACCEPTING ONE ANOTHER, FORGIVING ONE ANOTHER, LOVING ONE ANOTHER.

WE INVITE FELLOW MEMBERS TO PRAY FOR US, TEACH US, CORRECT US, OR REBUKE US, IF NECESSARY, IN A SPIRIT OF GENTLENESS AND HUMILITY SHOULD WE STRAY FROM OUR LORD’S COMMANDS, BECAUSE THE THING WE DESIRE MOST IN LIFE IS TO SERVE CHRIST. WE VOLUNTARILY SUBMIT OURSELVES TO ONE ANOTHER AND TO THE DISCIPLINE OF THE CHURCH. SUCH DISCIPLINE WILL ALWAYS BE FOR THE LOVING PURPOSE OF RESTORATION—RESTORATION TO THE FELLOWSHIP WITH GOD AND WITH THE COVENANT COMMUNITY – AND IT WILL ALWAYS BE DONE IN ACCORDANCE WITH MATTHEW 18:15-22.

BRING HONOR TO THE BODY OF CHRIST BY MAINTAINING A GOOD TESTIMONY.

WE ENTER INTO THIS COVENANT BECAUSE WE HAVE THE COMMON PURPOSE OF OBEYING JESUS CHRIST, AND BECAUSE WE BELIEVE THAT WE NEED ONE ANOTHER’S HELP TO DO THIS.

AS BELIEVERS, AND DISCIPLES OF JESUS CHRIST, WE HAVE ENTERED INTO A COVENANT RELATIONSHIP WITH THE GOD OF ABRAHAM, ISAAC, AND JACOB – WITH THE GOD WHO REVEALED HIMSELF IN JESUS. SINCE THE BLESSINGS AND PROMISES OF THE COVENANT HAVE BEEN FREELY EXTENDED AND GIVEN TO US, OUT OF WONDER, LOVE, THANKSGIVING, AND REVERENCE, WE HEREBY ACCEPT AND TAKE UP THE COVENANT RESPONSIBILITIES THAT GO WITH SUCH A PRIVILEGE. THIS IS OUR REASONABLE SERVICE, AND WE SHOULD DO NOTHING LESS.

GOD HELPS US ALL! WE RELY ON HIS GRACE AND HOLD FAST TO HIS PROMISE THAT THERE IS NOW NO CONDEMNATION FOR THOSE WHO ARE IN CHRIST JESUS.

A new congregation should take the following steps toward adopting a covenant:

- Step 1:** Develop sensitivity to the Lord’s leadership. There come a time when the Lord “births” His church. At that point, the covenanting process should begin.
- Step 2:** Lead the congregation in a study of Scripture. Concentrate on the “one another” passages. Examine the New Testament for characteristics of Christians’ relationships to each other in a local church.
- Step 3:** Identify the relational elements that are indispensable in the church. Structure these elements into a document that includes statements of introduction and conclusion.
- Step 4:** Secure unanimous and personal agreement by every church member. The covenant is a statement that defines the relationships into which new members are received.

Focus on the “One Another” passages of the New Testament. It also becomes a clear statement for discipline.

A covenanting service should be a significant event in the life of a new church. It is not a goal to achieve. It is an outward expression of a church’s internal awareness of its status before God and its spiritual birth as a local expression of the body of Christ. A church should celebrate its covenant often.

“One Another” passages in the New Testament are:

Mark 9:50, John 13:34, John 13:35, John 15:12, John 15:17, Romans 13:8, 1 Thessalonians 3:12, 1 Thessalonians 4:9, 1 Peter 1:22, 1 John 3:11, 1 John 3:23, 1 John 4:7, 1 John 4:11, 1 John 4:12, 2 John 1:5, Romans 12:10, Romans 12:16, Romans 15:5, Romans 14:19, 1 Thessalonians 5:11, Romans 15:7, Romans 15:14, Colossians 3:16, Romans 16:16, 1 Corinthians 16:20, 2 Corinthians 13:12, 1 Peter 5:14, 1 Corinthians 12:25, Galatians 5:13, Ephesians 4:2, Ephesians 4:32, Colossians 3:13, Ephesians 5:21, 1 Peter 5:5, 1 Thessalonians 4:18, Hebrews 3:13, Hebrews 10:25, Hebrews 10:24, James 5:16, 1 Peter 3:8, 1 Peter 4:9, 1 Peter 4:10, Romans 14:13, Galatians 5:15, Galatians 5:26, Colossians 3:9, James 4:11, James 5:9

I have read and understand the conditions of this relationship.

Date: _____

GBC representative _____

Church Plant Pastor _____

CHURCH FINANCIAL POLICIES

1. Develop written procedures that deal with the receiving, counting, and depositing of funds. Include some of the following and add others that might be needed in a particular setting.
 - a. Have at least two persons receive and count money and prepare a deposit slip. They should not be related to one another or to the treasurer.
 - b. Personnel preparing donor receipts should be different from counting committee and treasurer. This process should guard confidentiality of contributors.

2. Develop written procedures that deal with the disbursing of funds. Include some of the following and add other that might be needed in a particular setting.
 - a. Require two signatures on checks. Neither the church planter nor his wife should be listed on the signature card.
 - b. Develop a manageable check request system with appropriate approval for expenditures.
 - c. Develop an appropriate accounting and regular reporting system to keep the congregation informed about financial matter.

3. Have an annual audit.

**SAMPLE MINISTRY ACTION BUDGET OF THE
_____ BAPTIST CHURCH**

Expense Report

	This Month	Year to Date
I. Our World Missions Ministry		
Cooperative Program _____ %	_____	_____
Association Missions _____ %	_____	_____
Local Missions _____ %	_____	_____
II. Pastoral Ministry		
Personal Income		
Pastor's Salary	_____	_____
Pastor's Housing	_____	_____
Protection Benefits		
Medical Coverage	_____	_____
Retirement Program	_____	_____
III. Education and Outreach Ministries		
Bible Study Program: Literature & Supplies	_____	_____
Discipleship Training: Literature & Supplies	_____	_____
Missions Education: Literature & Supplies	_____	_____
Leadership Development	_____	_____
Outreach	_____	_____
Worship Resources & Music Ministry	_____	_____
IV. Supportive Ministries		
Office Supplies	_____	_____
Postage, Printing, etc.	_____	_____
Publicity	_____	_____
Secretary Salary	_____	_____
Secretary FICA	_____	_____
Worker's Compensation Insurance	_____	_____
Ministry Related Expenses		
Auto Expenses	_____	_____
Convention Expense	_____	_____
Hospitality Expense	_____	_____
Library Expense	_____	_____
Continuing Education Expense	_____	_____
V. Building and Grounds Ministry		
Janitor's Salary	_____	_____
Janitor's FICA	_____	_____
Utilities	_____	_____
Insurance	_____	_____
Debt Retirement	_____	_____
Rental	_____	_____
Total	_____	_____

Income Report

Local Undesignated Income	_____	_____
Income From Other Sources	_____	_____
Total Undesignated Income	_____	_____
Designated Income	_____	_____
Total Income	_____	_____
Checkbook Balance (BOM)	_____	_____
Plus Deposits for Month	_____	_____
Less Expenditures for Month	_____	_____
Checkbook Balance	_____	_____
Balance in Other Accounts	_____	_____

CHURCH CONSTITUTION GUIDE

Church Constitution - Guide

CONSTITUTION OF THE NAME OF CHURCH

ARTICLE ONE – NAME AND ASSOCIATION

This Church shall be known as NAME OF CHURCH of CITY, STATE having been organized DATE OF ORGANIZATION and incorporated DATE OF INCORPORATION.

This church is subject to the control of no other ecclesiastical body but it recognizes and sustains the obligations of the mutual counsel and cooperation which are common among Baptist Churches. This church will cooperate with and support the LOCAL ASSOCIATION Association and STATE State Convention affiliated with the Southern Baptist Convention.

ARTICLE TWO– STATEMENT OF FAITH

The Bible is the inspired word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of “THE BAPTIST FAITH AND MESSAGE” adopted by the Southern Baptist Convention in 2000. We band together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind.¹

ARTICLE THREE – COVENANT

(See “Church Covenant – Example and References”)

ARTICLE FOUR – ORDINANCES

The ordinances of the Church are Believer’s Baptism and the Lord’s Supper. The Lord’s Supper will be observed MONTHLY, QUARTERLY, ETC., and on special occasions as determined by the Deacons. The ordinance of the Lord’s Supper is open to all those who love the Lord Jesus Christ. The pastor, or other representatives appointed by the Board of Deacons, shall preside.

ARTICLE FIVE – MEMBERSHIP

Section I: Qualification

Membership in the Church is open to all persons who have publicly testified to their faith in Jesus Christ as their personal Savior and Lord and have given evidence of that faith by following the Lord in believer’s Baptism by immersion in water, and who are in agreement with the covenant and the statement of faith of this church.

Section II: Acceptance of Members

The manner of admission to the Church shall be as follows: (1) by baptism upon profession of faith in Jesus Christ, or (2) by promise of letter from another Baptist church of like faith and order, or (3) by statement of salvation and scriptural baptism by immersion by a church of like faith and order. Any person may come as a candidate for membership in the Church at any regular service.

Section III: Duties and Privileges of Membership

All members have equal rights and privileges. Only active members of the Church may act and vote in transactions of the Church or hold Church office.

Section IV: Transfer to the Inactive Membership Roll

¹ May use the Baptist Faith & Message for statement of direction and theology. Some churches also include another article that includes a purpose/mission statement.

When a member has been inactive for a period of one year, by not attending services, communicating with the Church, or contributing to its support, the church may, upon recommendation of the board of deacons, transfer his/her name to the inactive membership roll. Consideration of such action shall be taken only after a reasonable number of attempts to contact the member to encourage and assist the member in rejoining the active church.

Any person, whose name has been placed on the inactive roll who renews his/her work in the church and takes an active role as a professing Christian, may be restored to active membership by vote of the board of deacons, without further action by the church.

Section IV: Discipline and/or Removal

In cases where church discipline must be exercised for any cause, the directions of the Bible are to be observed as found in Matthew 18:15-17 and 2 Corinthians 2:5-11.

The purpose of such discipline should be:

- Love for the individual and a desire for God's best in his or her life (Matthew 22:39 and John 13:34, 35)
- For the repentance, reconciliation, and spiritual growth of the individual disciplined (Proverbs 15:5; 17:10; 25:12; 27:5; 1 Corinthians 4:14; 5:5; Ephesians 6:4; 1 Timothy 1:20; 3:4-5; Hebrews 12:1-11; Psalm 119:115; Ecclesiastes 7:5; Matt 7:26-27; 18:15-17; Luke 17:3; Acts 2:40; 2 Thessalonians 3:6; Titus 1:13-14; James 1:22)
- For the instruction and good of other Christians, as an example to them (see Proverbs 13:20; Romans 15:14; 1 Corinthians 5:11; 15:33; Colossians 3:16; 1 Thessalonians 5:14; 1 Timothy 5:20; Titus 1:11; Hebrews 10:24-25)
- For the purity of the church as a whole (1 Corinthians 5:6-7; 2 John 1:10; 2 Corinthians 13:10; Ephesians 5:27; Jude 24; Revelation 21:2)
- For the good of our corporate witness to non-believers (Proverbs 28:7; Matthew 5:13-16; John 13:35; Acts 5:10-14; Ephesians 5:11; 1 Timothy 3:7; 2 Peter 2:2; 1 John 3:10)
- For the glory of God by reflecting His Holy Character (Deuteronomy 5:11; 1 Kings 11:2; 2 Chronicles 19:2; Ezra 6:21; Nehemiah 9:2; Isaiah 52:11; Ezekiel 36:20; Matthew 5:16; John 15:8; 18:17, 25; Romans 2:24; 15:5-6; 2 Corinthians 6:14-7:1; Ephesians 1:4; 5:27; 1 Peter 2:12)

Section V: Membership Termination

Membership in the church may be terminated in the following ways: (1) death, or (2) transfer to another church, or (3) exclusion by action of this church, or (4) by written request.

ARTICLE SIX -- FINANCIAL SUPPORT

It is expected that this Church shall be supported through the regular weekly giving of its members.

An offering for the benevolent fund will normally be taken whenever the ordinance of the Lord's Supper is observed. This fund is to be used for the benevolent work of the church as directed by the Board of Deacons.

ARTICLE SEVEN – MEETINGS OF THE CHURCH

Annual Meeting

The moderator (or in his/her absence, the vice-moderator) shall chair all business meetings. In the absence of both the moderator and vice-moderator, the chair of the Board of Management shall act as moderator.

For the purpose of business meetings, a quorum shall consist of **10%** of members on the church's active membership list. All members, regardless of age, may vote. Proxy votes shall not be permissible, except by a special motion approved by a **two-thirds** majority vote of the membership.

Regular and Special Business Meetings

Regular business meetings shall be held every **SPECIFY TIME (ex. The third Wednesday of each month)**. Furthermore, it shall be permissible to transact routine business of the church at a special business meeting of the church called by the moderator, pastor, or chair of the Board of Management, provided that the intention of conducting business has been announced at the worship service immediately prior. The agenda shall be circulated or made known to the church during the worship service immediately prior to the business meeting.

Religious Services

The church shall meet regularly each Sunday for public worship and for the preaching of the Gospel. Other meetings for worship, preaching, and study may be held at the discretion of the pastor and the Board of Deacons.

ARTICLE EIGHT-- AMENDMENTS

Any member may submit written proposals for constitutional amendments or revisions to the deacons. The deacons shall bring the proposal before all elected officials for review and shall report the decision of the elected officials to the person who submitted the proposal. The elected officials may propose constitutional amendments and revisions to the congregation. The proposal and the date of the vote must be announced for two weeks prior to the vote, and the text of the proposal must be available for inspection by the congregation during this time. A **two-thirds** majority of votes cast is necessary for ratification of the amendment or revision.

ARTICLE NINE – POLITY

The government of this church is vested in the body of baptized believers who compose it. It is an independent, self-governing and democratic body.²

ARTICLE TEN -- VOTING AND PROCEDURE

Meetings shall follow the regulations set forth in this constitution and parliamentary procedure as described by Robert's Rules of Order.

A secret ballot on any issue may be called for upon decision of the majority of those present and voting

ARTICLE ELEVEN -- OFFICERS AND COMMITTEES

Section I: Officers

Officers of this church shall include: senior pastor, associate pastors, deacons, moderator, church clerk, financial secretary, treasurer, and two auditors. The church may have as many associate pastors as deemed necessary by the congregation and leadership board. Officers must be active members of the church.

² Traditionally, the polity of Baptist congregation has been democratic in style. An elder led polity may be desired and should be explained within this article.

Section II: Deacons

The church may have as many Deacons as deemed necessary by the congregation and leadership board with a minimum of three deacons. Deacons shall be elected for a term of service of **two(2)** years or until his office is terminated by either his request or that of the church.

A church Deacon must meet the scriptural qualification listed in Acts 6:1-7, and 1 Timothy 3:8-13. A Deacon shall demonstrate an exemplary Christian testimony in private, family, and public life; a committed Christian leader and partner of the pastor; supporter and promoter of the church faith, practice, programs, and ministries.

Section III: Committees

Through the cooperative efforts of the pastor and the personnel committee, all church committees shall be formed as needed. Each committee shall consist of at least a chairperson who is a member in good standing. The only permanently standing committee of this church shall be the personnel committee, and the Budget and Finance committee. Committees shall exist for a reasonable period of time, review its purpose no less than once annually, and dissolve when its purpose is no longer needed.

ARTICLE TWELVE– MINISTERS

Section I:

Pastor – It shall be the Pastor’s duty to preach the gospel, teach the scriptures, administer the ordinances, articulate a vision for the congregation, train and prepare leaders, equip the saints for the work of ministry in order to evangelize the lost, care for the sick and bereaved and in various other ways guide and advance the spiritual welfare of the church. He is to arrange for suitable pulpit supply when absent. He shall be a member of the Leadership Team and shall advise all Ministry Teams as deemed necessary. He shall be called by the church upon recommendation of the Pastor Search Team as provided in Section 3.

Section II:

Change of Relationship – It shall be the privilege of either the Church or the Pastor to dissolve relations by giving one (1) months notice, or less where both parties are agreed. The dismissal of the Pastor shall be by a **majority** vote by secret ballot at an announced meeting of the Church for that purpose. Previous notice shall be give at two preceding Sunday morning services. Such a meeting maybe called upon the request of the Leadership Team (a **two-thirds** vote of the Leadership Team is required), or upon the request of **ten percent (10%)** or more of the active members.

Section III:

Upon the resignation, removal, incapacity, or death of the Pastor, a Pastor Search Team shall be formed as follows:

1. two members of the Leadership Team, appointed by the Leadership Team
2. four members from among the Ministry Team Leadership
3. addition, two members-at-large shall be nominated by the Moderator
4. in addition the chair of the deaconate

All of the above nominations shall be approved by the Church.

Pastor Search Team shall be convened by the Moderator, who shall be a member thereof, and it shall elect its own chair and secretary.

It shall be the duty of this team, after seeking the leadership of the Holy Spirit, to proceed to procure a prospective pastor whom they shall present to the Church for election. Once appointed, this team will serve continuously until a pastor is called or the team is dissolved.

Pastor Search Team shall be responsible for filling the vacant pulpit each Sunday. It shall immediately recommend to the church the engaging on an interim pastor. The interim pastor shall not be considered for call to the pastorate.

Section IV:

Election of Pastor – The Pastor shall be elected by secret ballot at a special business meeting of the church called for that purpose. Previous notice shall be mailed and given at two previous preceding Sunday morning services. A vote of **three-fourths (75%)** of the active members present and voting shall be required to elect. For the purposes of calling a Pastor, a quorum of **twenty-five percent (25%)** of the active membership shall be required.

Section V:

Other ministers – Additional ministers may be added to the ministerial staff as deemed necessary upon the recommendation of the Pastor and the Leadership Team.

Candidates shall be interviewed by a committee appointed by the Leadership Team and recommended for approval by **three-fourths (75%)** of the Leadership Team. Final approval will be by vote of the Church. Severance of duties of these same ministers can take place again at the recommendation of the Pastor or by the Leadership Team, with final approval by vote of the Church if desired by the minister in question.

ARTICLE THIRTEEN- AMENDMENTS

The church constitution may be amended or revised at any regular or special business meeting upon the condition that the proposed amendment or revision has been submitted to each member in writing at a previous meeting. A **two-thirds** vote of the members eligible to vote shall be necessary to effect a constitution amendment or revision.

ARTICLE FOURTEEN – DISSOLUTION

In the event of dissolution of this organization, all unencumbered properties and finances shall be given to another non-profit religious corporation of like faith and practice that is in agreement with the letter and spirit of this constitution. All such decisions regarding this matter would be made by the majority vote of the remaining members of this corporation prior to final dissolution.

**BENEVOLENT
FUND RECIPIENT
FORM**

BENEVOLENT FUND RECIPIENT FORM

Germantown Baptist Church

Date: _____

Name: _____

Address: _____

City, State & Zip _____ Date of birth _____

Names and ages of family & friends staying with you:

Place you attend church: _____

Pastor's Name: _____ Phone: _____ *GBC Deacon Check* _____

If no church home, date & place you last worshipped: _____

Name of churches who have given you assistance: _____

Has anyone cared enough for you to share how to be right with God through Jesus Christ? _____

If so, what did they tell you? _____

Name & number of a family member _____ *GBC Deacon Check* _____

Name & number of your social worker _____ None _____

Who sent you to Germantown Baptist Church? _____

How do you get money? _____

Name of Employer _____ Phone _____ *GBC Deacon Check* _____

Last Employer if none presently _____

Last Date working _____

Would you be willing to take a financial counseling/ budgeting class? _____

Would you be willing to submit to a drug test? _____

MONTHLY BILLS:

Rent or Mortgage _____

Utilities _____

Home Phone _____

Cell Phone _____

Pager _____

Cable TV _____

Charge Cards _____

Life Insurance _____

Health Insurance _____

Clothing _____

Beauty Parlor _____

Medical _____

Car Note _____

Gasoline _____

Others _____

What has caused you to get behind on your bills?

Have you attended a financial workshop? _____

What are you requesting from Germantown Baptist Church?

PHOTOT COPY OF SOCIAL SECURITY & DRIVER'S LICENSE & LAST PHONE
BILL:

BENEVOLENCE POLICY

Before referred to Deacons:

- 1) Form filled out completely.
- 2) A spiritual counsel with someone on staff.

Deacons:

Call & get input from contacts on form, Pastor, family, social worker, present & past employer.

APPENDIX

B

The following pages will help you understand what Germantown Baptist Church provides and requires of our church plant partners. Please read through them carefully. Our main requirement is that our church plant partners **SHARE THE GOSPEL WITH AT LEAST FIVE ADULT MALES PER WEEK ON AVERAGE**. If you believe there might be an overlap in our vision with yours, please contact us.



Germantown Baptist Church (GBC) Church Plant Partnering Guidelines 901-260-5754 9450 Poplar Ave. Germantown, TN 38139

Thank you for your interest in partnering with Germantown Baptist Church in your church planting ministry. We hope we can be a blessing to your expansion of God's kingdom. Please refer to www.missionleader.net/forms_and_resources.htm for updates on our guidelines.

What GBC Provides Southern Baptist Works

Financial

1. A donation to the church for pastoral support, contingent to evangelism reports and available GBC funds. (see requirements)
2. A yearly donation towards evangelism materials such as tracts and Bibles.
3. A scholarship for the church planter and his wife to go on a GBC mission trip. The church planter and his wife must serve as evangelists on the trip.
4. We will cover the cost of incorporating your church in the states we are qualified to do so.
5. GBC will fund a certain amount each year for a church planter to attend an approved Seminary **for evangelistic and/or church planting** classes only.
6. We will send a church planter to an approved C.P.A. at our expense to set up both the church and pastor for IRS compliance on quarterly taxes (one time).
7. A monthly donation for an intern from Mid-America Baptist Theological Seminary or another approved local Baptist Bible College or Seminary. **The intern is the employee of the plant and in no way an employee of Germantown Baptist Church.** The church plant is responsible for all federal, state, and local tax reporting.

Non-Financial

1. Access to mentoring from GBC staff and freedom to recruit members from our congregation.
2. Freedom to **request** advance funding from the Missions and Mobilization Team for evangelistic projects.

The team meets monthly and you will need to use the application form found at <http://www.germantownbaptist.org/missionsresources>, or stop by the GBC main office.

3. Administrative directions on what you will need to start a church, including instructions on incorporation, by-laws, constitution, and various other administrative requirements.

What GBC Provides Non-Southern Baptist Works

1. All above support is also available to non-Southern Baptist works *except for monthly pastoral support*.

What GBC requires

[Please see the Application]

1. We cannot provide any financial support until we receive a minimum of one month's worth of the **Pastor's Gospel Sharing Visit Report** found at <http://www.germantownbaptist.org/missionsresources>. We will accept the interactive form, an e-mail form, or through regular mail. If you have difficulties accessing any form, contact us and we will get you a hard copy. **Ceasing reports at any time will result in loss of all funding.** Also, if you have an intern, this same report will be required for him. **Ceasing intern reports at any time will result in the loss of funding for the intern only.** In addition, the church planter must be on-site and—depending on experience—have a core group in place.
2. Describe your evangelism training and/or equivalent practical experience.
3. Provide three references. We contact references to discover additional areas where we may assist you.
4. Name a ministry you have led and describe how God has blessed you with salvations (Acts 11:17)
5. Describe a business or ministry you started and how it grew.
6. If a Baptist work, take the Baptist church planter assessment.
7. Starts over three years from launch are past a stage we will be able to assist.

Additional Programs Offered

In addition to the general financial support and requirements listed above, we offer two more programs. Each program's benefits and requirements are listed below.

1. Timothy Program. The idea behind this program is the training of others to start churches. You would need to identify two men you led to the Lord since beginning your partnership with GBC. You would have weekly meetings with these men, explaining your evangelism and discipleship training methods you would be using in order to lead these men in becoming church planters. At the end of approximately six months, you would need to identify two additional men the two original men led to the Lord. This cycle would repeat itself as these men continue to lead others to the Lord and plant churches. **We will double the monthly pastoral support for anyone involved in this program.**

2. Antioch Program. The idea behind this program is to enlist our successful church plant partners in starting new churches. Churches in the GBC partner system that will sponsor a church start, under GBC gospel sharing guidelines as a minimum, will be funded the pastor support and intern support that GBC supplied to the original church plant. For plants 2-4, GBC will provide 50% for pastor and intern support, and for plants 5-7, GBC will provide 25% for pastor and intern support. We recommend no more than five a year to partner with if you are the mentoring primary sponsor of church plants. This allows the parent church to have the time to do a better job.

Additional Assistance

1. If this is a Southern Baptist Work, please contact your state's convention if you have not already done so. They will be able to provide you with additional assistance. In Tennessee, contact Bill George at 1-800-558-2090 or online at <http://www.tnbaptist.org>.

2. Also, please contact your local association as well. Additional assistance at the local level may be available. In Shelby County, contact Greg Spears at 901-373-6161. If you need assistance locating your state or local convention, please contact us.



Church Plant Partner Application
 9450 Poplar Avenue, Germantown, TN 38139. 901-260-5754

Name:	Age	Married?	Wife's name?
Home Street Number	Home City, State, and Zip Code	Home Phone Number	

Church Street Number	Church City, State, and Zip Code	Church Phone Number
Mailing Street Number (If Different)	Mailing City, State, and Zip Code (If Different)	Cellular Phone Number

Please make sure all above information is filled out completely. It is important for our records that we know which address is for which designation.

e-mail address (please indicate if you use e-mail regularly)	
home	/work
Any additional contact information (spouse's cell phone, emergency contacts, etc.)	
Please list names, ages, and birthdates of your children (we like to acknowledge these)	

Are you planting a Southern Baptist church? _____

If so, have you taken a church planter assessment thru your state association? _____

What is their phone number and who should we ask for? _____

Where are you planning on planting a church? _____

Please describe your salvation experience. _____

Please describe your call to church planting. _____

Please describe any evangelism training or practical church planting experience you have: _____

Describe a business or ministry you started and how it grew. _____

Name a ministry you have led and describe how God blessed you with salvations. _____

Please relate the last time you shared the gospel with someone who was not saved. _____

Please provide three references other than immediate family members.

Name	Address
------	---------

Phone Number	e-mail	Relation
--------------	--------	----------

Name	Address
------	---------

Phone Number	e-mail	Relation
--------------	--------	----------

Name	Address
------	---------

Phone Number	e-mail	Relation
--------------	--------	----------

If you need additional space for any question, please write it on a separate piece of paper and attach it to this one.

**MONTHLY
CHURCH
ATTENDANCE,
SALVATIONS,
BAPTISMS, AND
OUT- REACH
EVENTS REPORT**

PASTOR'S EVANGELISTIC VISIT REPORT

Pastor's evangelistic visit report (5 adult males a week on average).

These are to be reports of gospel sharing encounters outside of the church building. A visit occurs when the gospel is shared, regardless of response. It is not relationship building visits, those are action plans for the goal of sharing 5 times a week on average. This does not include invitations to church. The reason out of church encounters are asked for is it let's the pastor set the pace for evangelism in ways the congregation can also participate. A pattern of no salvations helps us know what training may be needed.

Please mail to Dennis Rasche at 9450 Poplar Ave, Germantown, Tenn. 38139

These may be emailed to Dennisr@germantownbaptist.org to be put on the prayer list faster.

These forms and info are at <http://www.germantownbaptist.org/missionsresources>, along with our Church Planter Guidelines.

Pastor's name: _____

Week of _____.

Please list names and visit dates, results of visit.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____
