

MANUAL
for
PRESBYTERY/ONA
TEAMWORK



**The Board of Outreach North America
of the
Associate Reformed Presbyterian Church**

This manual for Presbytery/ONA teamwork is offered by the Board of Outreach North America with the hope that it will be helpful to the church extension/ONA committees of the presbyteries of the Associate Reformed Presbyterian Church in their work of church planting and church renewal.

Presbytery/ONA Teamwork Manual
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Note about terminology: in this manual the terms “church planter and mission developer” are used synonymously. These are simply two different names for the same role. This is also the case for the terms “mission congregation and church plant” as well as “church planting and new church development”.

I. Introduction

A. The task of a presbytery in church extension

Presbytery is the court given the primary responsibility for planting new churches, promoting church renewal, encouraging evangelism, and receiving established congregations within its geographical boundaries. Among the specific responsibilities given to presbytery in Chapter XII of the ARP Form of Government:

- To unite, divide, organize, dissolve, receive, dismiss, and transfer congregations
- To inquire into the condition of congregations under its care, correcting, and advising in any matter and taking special oversight of congregations without pastors.
- To establish and direct mission work within its bounds
- To institute and superintend the agencies necessary for its work and to concert measures for the enlargement of the Church within its bounds
- In general to take whatever action may be necessary for the spiritual welfare of congregations under its care and for the extension of the Kingdom of Christ.

A. The task of a presbytery church extension/ONA committee

Each presbytery has a church extension/Outreach North America committee to carry out these tasks. This committee should:

1. Promote the work of evangelism within the Presbytery.
2. Initiate and oversee new church development in the Presbytery. Ensure that each new work is developed according to an approved church planting proposal. (**Appendix A is an outline for a church planting proposal.**)
3. Recommend qualified mission developers for presbytery approval, develop a call for each mission developer to present to presbytery, and ensure an annual review of each mission developer's call.
4. Ensure ongoing training and support of each mission developer.
5. Recommend a provisional session to presbytery for each mission and oversee the integrity of each provisional session's work. (**Appendix B is a job description for a provisional session.**)
6. Ensure there is a liaison/supervisor from the committee for each mission. (**Appendix C for a job description for a liaison/supervisor.**)
7. Oversee the development of mission churches until they are ready to become organized churches.
8. Advise Presbytery on the organization of new churches.
9. Meet with existing congregations interested in joining the presbytery.
10. Support and encourage church renewal and help link churches needing renewal to renewal tools and resources such as those provided by ONA.

C. The task of ONA.

The purpose statement of the board of ONA: *to introduce people in the United States and Canada to Jesus Christ, primarily by helping our presbyteries plant new churches renew existing churches.*

ONA exists to help our presbyteries and their churches become increasingly effective in reaching people for Christ through evangelism, new church development, existing church renewal and multi-ethnic ministry. We provide the presbyteries with a variety of resources and tools as outlined in part II of this pamphlet.

ONA does not plant churches; presbyteries plant churches. ONA does not call church planters; presbyteries call church planters. ONA exists to help presbyteries accomplish their goals in outreach to their communities with the gospel of Jesus Christ.

D. Working as an effective team

The task of reaching people for Christ is extensive enough that it requires a team effort. It requires the work of individuals, local churches, presbyteries, and Synod's Board of ONA. The Church Extension/ONA Chairman of each presbytery is on the Board of ONA. These presbytery chairmen are an essential link in helping us work together as an effective team. **(Appendix D is a minimum job description for a presbytery church extension/ONA committee chairman.** A presbytery may expand on this job description.)

II. How ONA can assist the Presbytery

A. Financial assistance [see also the ONA Policy Book, section VI. Financial Policies]

ONA gives the following types of financial assistance for church extension.

1. Mission Supplements

Supplements help new mission works meet current operating expenses, and are to be in addition to other sources of support. The rationale for supplements is to make-up for the tithes and offerings of the mature disciples that the mission does not yet have. Supplements are given for up to four years on a declining scale. **(Appendix E is the Fair and Flexible Policy for Funding New Mission Congregations.)** Presbyteries requesting a supplement for a mission must include a church planting proposal (see **Appendix A**) and a 3-year projected budget (**Appendix F is a format for a 3-year budget of projected sources of income and expenses for a mission.**) If the supplement is to continue after the first year, the mission must submit a continuation request each year the funding is to continue (**Appendix G is an outline for a supplement continuation request.**)

2. Explorer Supplements

Explorer supplements are intended to train mission developers and others who can help with church planting. Internship/Residency supplements are generally for one year and are matching supplements. **(Appendix K is an Explorer program chart.)**

3. Matching Grants

Grants are given from the ONA Endowment. They are given to mission churches and newly organized churches for the purchase of land and/or the building of their first building. Grants are matching grants of up to \$35,000. **(Appendix H is a matching grant request.)**

4. Revolving Loans

Loans are made from the Board's Revolving Loan Fund and are available to both mission churches and newly organized churches. Established congregations can qualify if funds are available. However, priority is given to new churches. These loans are for up to \$400,000 and are at an interest rate that is 1.5% below the current rate for a 15 year fixed rate home mortgage in the local community. The loan will be for a maximum of 15 years and will be secured by a first or second mortgage. **(Appendix I is a revolving loan application.)**

5. Dare to Dream Grants

ONA will match \$1 for every \$3 of newly raised money (up to \$15,000) to help organized congregations enact strategies to contextualize their ministry to their community for Christ. (See **appendix J for a Dare to Dream Grant application.**)

6. Seed Growers Matching Grant

ONA will match \$1 for every \$3 of newly raised money to help mission congregations bridge any financial gaps.

7. Church Mobilization Fund

Churches fewer than 100 active members who are currently without a full time pastor can borrow funds to extend a call. This fund is also available for churches of 125 or more who are seeking to add staff in order to continue to grow in number and impact. The repayment terms are flexible and generous to ensure minimal cash flow impact.

8. Help with expense of moving to the field

ONA will help with one-half of the moving expenses of a mission developer moving to the field to serve a work that is receiving a mission supplement from ONA. Presbytery or the mission should cover the other half. The Mission Developer is expected to obtain three estimates for the moving expenses as a good steward of God's resources, but he does not necessarily have to choose the least expensive.

B. Demographic assistance

At the request of a Presbytery's Church Extension Committee, ONA will purchase a demographic survey to help a presbytery evaluate a potential church plant location. If possible, ONA would like presbytery to reimburse half the cost of the demographic study. ONA also asks that presbytery first do some preliminary study. There are several websites that provide free demographic data. A good place to start is: <http://www.thearda.com/>. After the quantitative demographic study, ONA will offer the services of the Executive Director or an outside consultant to do an onsite survey along with someone from the presbytery. The Board seeks to be wise stewards of the Lord's money by assuring that a potential work offers real potential for growth. Demographic studies also help a mission developer understand how to build bridges to the people the mission is trying to reach. However, no quantitative demographic study can replace the value of networking and building relationships in order to understand the community.

C. Recruit and Assess

The critical human factor in the success of a new church plant is the choice of the mission developer. Historically, few ministers are gifted as church planters. The Board believes that it is crucial to identify those men who have the gifts and the tenacity for new church development.

Potential candidates are to be pre-screened by a Presbytery Church Extension Committee. The ONA website has some information for a candidate to use for self-assessment as well as for the church extension/ONA committee to consider: <http://www.outreachnorthamerica.org/church-planting/assessments-2/>. ONA will send candidates recommended by presbytery committees through an approved assessment process.

The goal is to have a pool of potential church planters available for presbyteries that are seeking mission developers for proposed new works. Funding of a new work by ONA requires that the candidate has either been recently endorsed as a church planter by an ONA approved assessment process, or has a proven track record as a church planter. ONA does not choose the mission developer for a particular work; that is the responsibility of the presbytery. The potential for success, however, is increased tremendously by calling men who have demonstrated church planting competencies either through assessment or through a proven track record.

Calling a church planter with demonstrated church planting competencies does not guarantee the work will succeed. From a human perspective, four factors are necessary for a successful church plant: right person, right place, right time, and right plan. Presbyteries need to consider all four. It is helpful to do as much as humanly possible to reduce the risk involved in placing a mission developer on the field. (**Appendix L is a church planting risk factor analysis**) However, remember that it is ultimately Christ who builds His Church.

D. Prepare

1. Training

ONA will train explorers/candidates around **15 competencies** (9 coming from the *Elements of a Well-planted ARP Church* and 5 being specific to the pre-church plant period): **Prayer Mobilization, Worship, Preaching, Leadership, Evangelism, Discipleship, Administration, Finance, Service/Mission, Casting Vision, Cultural Exegesis, Family Work Balance, Fundraising, Core Values and Core Group Development.** *Ministry Grid Pro* will give us the capability to attach 5 videos taught by church leaders to each of these competencies. Along with the video we will be able to insert tests and other assignments as a way to fully “flip the classroom.”

2. Networking

Another element of the developmental stage is the opportunity for our future church planters get to rub shoulders with others who are in similar or more advanced stages of New Church Development. Each Explorer will be expected to be a part of a regional network within (or near) each presbytery. ONA will provide suggested networks. (Examples include Acts 29 , PCA networks, cypressproject.org, christtogether.org, Houston Church Planting Network (hcpn.org) etc. These groups will require *Explorers* to gather on a monthly or quarterly basis in cohorts to

learn, share and fellowship with other planters and wives as they share similar experiences in church planting.

3. Experiencing Success

A third element of our training is taking our *Explorers* together to experience other churches who have seen ministry impact on their targeted demographic. ONA will take the *Explorers*, and if possible, the core team to see 4-6 different churches to share their worship experience, auxiliary ministries, visit with their pastors, and be encouraged as they experience the Lord working in different parts of the country. If a picture is worth a thousand words, then a visit is worth a thousand books!

Deliverables: As mentioned above, we are adding these elements to the expectations of our *Explorers*. (Currently, they are to develop a core group, raise funds for the coming years, similar to “candidacy” for missionary and put together a church plant proposal to present at the end of the Exploratory Year..

E. Church Plant

Our goal is that as a result of the success of the other three elements of the explorer training program, **our Church Plants will be consistent, repeatable and will eventually multiply success.** Also, the church planter will receive some rollover benefits in this last stage, not the least of which that they should have developed relationships with other church planters from their networking group. Additionally, the *Ministry Grid Pro* training will be available to the church planter and his new church as a way to train and develop leaders, volunteers and laypeople. *Ministry Grid Pro* offers training on everything from how to be a winsome greeter to how to develop an effective and safe children’s ministry.

F. Training and equipping Presbytery committees

To assist the presbytery committee, ONA offers training of presbytery chairmen in special sessions before each Board meeting. The Executive Director or his staff is available to meet with presbytery church extension committees to serve in any way possible to prepare them for their crucial responsibility.

G. Church Vitality

ONA has partnered with Erskine Theological Seminary to offer both a Certificate and DMin in Church Vitality. These Tracks are made up of online and in person cohort style classes. Both the certificate program and the DMin are great ways for Presbytery Chairman to grow their individual churches as well as be a resource for other churches in their Presbytery. And because these courses are offered through Erskine Theological, there are scholarships available to make this a very affordable proposition. Visit <http://www.outreachnorthamerica.org/dmin-certificate-program/> to find out more.

H. Evangelism Resources

There are many evangelistic resources that ONA can recommend to ARP churches. More importantly ONA would like to see every ARP church have an evangelistic strategy in place in their church. That is why E3 was created. E3 is an outline or rubric that is intended to help churches make sure they have three elements of evangelism in their church, those being tools to help their members lead people to

Embrace the simple Gospel, ways for those new believers to be **Equipped** in the Gospel and tangible avenues for new and seasoned believers to **Engage** in the Gospel through local mission opportunities. It is ONA's hope that Presbytery Chairman will be the spokesman for this E3 outline within your Presbytery, by first making sure these elements of evangelism are taking place in your individual churches. Visit ONA-ARP.org for learn more about E3 and to see some of the recommended resources in each of the evangelism "categories".

I. Multi-Ethnic Ministry

There are two main ways that ONA can assist Presbyteries in Multi-Ethnic Ministry, those are through Korean Ministry and Refugee Ministry.

1.Korean Ministry

As you probably are aware, the ARPC has a rapidly growing Korean Church population, and this is a joy because these Brothers and Sisters are some of the most joyful, encouraging, and focused laborers you will meet. ONA is helping Presbyteries to assimilate these Brothers and sisters into the fellowship of the ARP by sponsoring annual Korean Retreats intended to gather Korean ARP churches in one spot as well as educating them on ARP policies (which is translated into Korean).

2.Refugee Ministry

A growing opportunity for Churches to be apart of what God is doing in North America is through Refugee Ministry. There are many opportunities in local communities to both preach the Gospel to these displaced people as well as help them tangibly. ONA has tried to make it easy for Presbytery Chairman to help churches in their presbyteries partner with local agencies of World Relief to get involved. Visit <http://www.outreachnorthamerica.org/refugeeresponse/> to find out more.

J. Reception of organized congregations from outside the ARP

Often the first contact with a congregation interested in the ARP Church comes to the office of Outreach North America. ONA will send an information packet on the denomination to those who want to know more about the ARP. ONA will send details about outside contacts to synod's principal clerk and to the appropriate presbytery through the chairman of the presbytery church extension committee. Presbytery church extension committees should be familiar with the guidelines approved by synod. (**Appendix P is the Synod approved "Guidelines for Receiving New Congregations"**) The Presbytery is the court that receives churches. ONA will assist presbyteries in the process as requested.

Outreach North America
Church Planting Proposal

Where? Geographic Location

Pinpoint the geographic location or locations you are considering.

Why? Need for an ARP Church in this Area

Explain why this location.

Explain what you know about other churches in the area.

Explain what you know about the population and population trends.

Who? Ministry Focus Group

Who are you preparing to reach in this target area?

Describe the people in the area.

What do you know about their worldview?

Who are existing contacts in the area or people who will move to the area?

Describe any possible core group or launch team members?

Mission Developer

If the Developer has not yet been identified, give a profile of the candidate you are seeking?

If the Developer has been identified, what is his name and what competencies does he bring? Please attach a completed risk factor analysis for this

candidate.

What? Core Values, Vision, and Characteristics

What are some of your core values in developing a new church?

Briefly describe your vision for what the new church will become as it lives out

these values

Briefly describe some characteristics of the church you would plant.

How? Strategy

Give some of your preliminary ideas about strategy. Please include:

How this ministry focus group is best reached

How will you make contact with and disciple new people

When? Preliminary Timeline for Developing a Church

Include projected start date and key milestones.

Include target date for the mission being organized as a congregation.

How Much? Resources Needed

Give a preliminary estimate of how much money is needed? Please include a 3-year budget of projected sources of income vs. expense (see format provided).

Are there other needs, especially non-monetary needs?

Outreach North America
Church Planting Proposal Details

To Be Submitted to ONA Office with Proposal

Start Date for Supplements: _____

Who will be administering your payroll: _____

Address for Checks to be sent to: _____

City: _____ State: _____

Zip Code: _____

Will you be on General Synod's Group Health Insurance Policy: _____

Note: If not you will need to sign a paper declining benefits. Contact Central Services to obtain.

Are you Ordained: _____

Will you be on General Synod's Retirement Plan: _____

Contact Central Services at 864.232.8297 to enroll in Benefits

Provisional Session Job Description

While having the same overall responsibility as a session, a provisional session is a transitory authority aimed at preparing the mission to be governed under its own session. Presbytery has the primary oversight responsibility for the mission. This responsibility is usually exercised through the presbytery church extension/Outreach North America committee. The provisional session has secondary oversight and is accountable to the presbytery committee. The presbytery committee will appoint a liaison/supervisor to serve as a link between the committee and each provisional session and mission developer. The Elders on the provisional session must be careful to allow the mission to develop its distinct identity and direction.

The mission developer of a mission congregation, by virtue of his office, is the moderator of the provisional session.

Responsibilities:

1. Receive applicants into communicant church membership upon profession of faith in Jesus Christ, upon reaffirmation of faith in Jesus Christ, or upon transfer of membership.
2. Encourage parents who are communicant members to present their children for the Sacrament of Baptism.
3. Grant the appropriate certificate of transfer for any member in good standing upon proper request.
4. Admonish, rebuke, suspend, or exclude from the Sacrament of the Lord's Supper any member of the congregation found delinquent, according to the Rules of Discipline.
5. Instruct and examine potential ruling elders and deacons.
6. Work with the mission developer in setting the time and place of the preaching of the Word, the administration of the sacraments, and over all other religious services.
7. Ensure that the mission is submitting required reports to presbytery and synod.
8. Encourage and advise the mission developer. It is important that mutual trust be established between the mission developer and the session. He should look to the session as his strong supporters and encouragers. He should feel free to share his concerns and frustrations with them. The session should advise and counsel him concerning his work and ways to most effectively develop the mission.
9. Provide care and nurture to the people attending the mission. The provisional session members should attend the mission often enough so that they know and are known by the members of the mission.
10. Ensure proper oversight and stewardship of financial resources.
11. Keep the presbytery committee informed of concerns that may need the presbytery's attention.
12. Call a congregational meeting of the mission in order to elect a pulpit search committee and vote upon the terms of a call to a pastor prior to the organization of the mission as a particular congregation.
13. Oversee all organizations within the mission, and in its discretion to require stated reports.

**Liaison/Supervisor for a Mission Congregation
Job Description**

Purpose: Serve as the main point of contact between the mission developer/provision session and the church extension/ONA committee.

Background: Mission developers often complain that they have too many people giving input. Church extension/ONA committees often complain that they are not getting enough communication from the mission.

Responsible to: Presbytery church extension/ONA chairman and the church extension/ONA committee.

Responsibilities:

1. Communicate concerns, directives, and suggestions from the church extension/ONA committee to the mission developer and the provisional session. Make sure that the concerns of the committee are understood.
2. Ensure that the mission developer and the provisional session are giving the requested reports to the church extension/ONA committee.
3. Communicate back to the committee any concerns or requests from the mission developer and provisional session.
4. Keep the committee apprised of the progress of the mission.

Church Extension/ONA Committee Chairman Job Description

The Chairman of Presbytery's Church Extension Committee oversees the work of presbytery's committee, serves on the board of ONA, and is an advocate for church extension, church renewal, evangelism, and ministry to growing ethnic populations within the bounds of presbytery. He is expected to:

1. Preside at all meetings of the committee.
2. Represent the committee before the presbytery.
3. Serve as presbytery's representative on Synod's board of Outreach North America. Find an alternate member of the committee to attend any meeting of the ONA board he is providentially prevented from attending.
4. Keep the presbytery informed of all developments in church extension in the presbytery and communicate back to presbytery the significant actions and initiatives of Outreach North America.
5. Provide a written report to each meeting of presbytery and to each meeting of the board of ONA with appropriate justification for each financial request included in the report.
6. See that the committee recommends to presbytery an appropriate provisional session to exercise oversight over each mission.
7. Appoint a liaison/supervisor from the committee for each mission congregation. The liaison/supervisor will serve as the liaison between the committee and the provisional session and mission developer. He is responsible for ensuring good communication between the mission and the committee. He is also responsible to ensure the overall integrity of the work while leaving the details to the provisional session and mission developer. The chairman may appoint himself as a liaison/supervisor.
8. Ensure that the committee keeps a permanent record of its reports and actions for future reference.

Recommended Guidelines for Choosing a Mission Developer For a New Church Plant

- 1) All mission developers must meet the requirements for a minister in the ARP Church.
- 2) The ARP church planting assessment center (CPAC) or another assessment process that is acceptable to the Board of ONA must approve all mission developers.
- 3) All mission developers must be in accord with our National Vision and will focus on reaching the unchurched. The National Vision states that we seek to
 - transform North America’s heart by reaching the unchurched;
 - transform our denomination’s heart by extending the boundaries of our denomination throughout North America;
 - transform our congregation’s heart by planting churches with 300 to 500 worshipers committed to planting other churches; and
 - transform our hearts by initiating evangelistic opportunities, church plants, and new presbyteries as we seek to extend God’s grace to others.
- 4) Before receiving a call to a particular work the mission developer being placed with the mission will submit a detailed “Ministry Plan” to the presbytery committee and to the Board of ONA. As a minimum this plan will include the candidate’s
 - a. Primary target group
 - b. Core values including style of ministry and worship
 - c. Use of music in worship
 - d. Detailed outreach strategy including a concise purpose statement
 - e. Detailed strategy for time management
 - f. Plans for youth and children’s ministry
 - g. View of the role of women in the local church
 - h. View of the ministry of the Holy Spirit
 - i. Proposed budget and stewardship plan for the first three years

Fair and Flexible Policy for Funding New Mission Congregations

1. Church Planting Proposals should identify the projected sources of financial support and the funding anticipated from each source. The mission developer is responsible to work with the Presbytery to identify sources of funding.

In general, there are two sources of financial Support:

 - **Sources within the mission itself:**
 - Tithes and offerings from the core group.
 - Tithes and offerings of new people reached and assimilated into the mission congregation.
 - **Sources from outside the mission:**
 - Support from mother church or other sponsoring churches.
 - Funds raised by the mission developer through personal networks.
 - Support from a parenting church community.
 - Supplement from the host Presbytery.
 - Supplement from General Synod through ONA.

2. The mission developer and congregation are to evangelize the lost and to multiply mature disciples. The rationale for providing outside funding supplements is to augment the tithes and offerings given until such time as mature, tithing disciples are multiplied within the mission congregation.

3. The proportion of the total finances coming from sources outside the mission should decline as the mission reaches the lost, multiplies mature disciples and teaches biblical stewardship. The mission should strive to become self-supporting as soon as possible.

4. Mission congregations are expected to have multiple sources of support. Presbyteries should demonstrate their own financial commitment to the proposed work before making a request to ONA to provide General Synod funding of the work.

5. While it is difficult to provide a set formula for funding and new church proposal ONA does have a strategic plan to plant as many new churches across our Synod as fiscally feasible. In order to be fiscally responsible with the resources of Synod as well as budget for future the expansion of the ARPC Synod, minimal Synod funding for New Church Development is as follows:
 - \$18,000 for the Exploratory Year
 - \$18,000 for Year 1 of the Church Plant
 - \$12,000 for Year 2 of the Church Plant
 - \$6,000 for Year 3 of the Church Plant

(Note: Presbyteries are expected to at least match these levels but are encouraged to contribute more as they are able.)

Dare to Plant Level:

There are additional funds that may be extended from ONA to increase the total amount of supplements over three years to \$100,000. These are funds that are to be raised outside of the regular DMF contributions provided to ONA from the General Synod. As such they will not always be available to NCD projects.

In order to qualify for these funds, a Church Plant must:

- Be located in an area that meets the strategic national presence initiatives for the Presbytery and ONA.
 - Raise 100% of other budget needs outside of Presbytery and ONA funding sources
 - Be a team plant. (At least 2 Church Planters laboring as a team with clearly delineated roles.)
6. We require mission congregations receiving Synod and Presbytery supplements to budget giving at least 10% of the financial support collected from within the mission itself (or “plate offerings”) to the Denominational Ministry Fund (DMF). This is to ensure close connection with the larger mission of the ARP Church as well as to establish good stewardship practices from the outset of the mission.
 7. Financial support from ONA will generally not exceed a cumulative total of \$136,000 over a maximum of four years. Support will be provided in monthly installments, decreasing each year as the mission moves to become self-supporting. Support requests must come from Presbytery, and be supported by a church plant proposal which must include a budget of projected income and expenses for the entire period of the requested support.
 8. Approved funding is not necessarily guaranteed for the duration of the proposed mission. The mission developer must ask for, and the provisional session and Presbytery must recommend, continuation of funding. This will be accomplished through a brief continuation request submitted each year to the Presbytery and ONA highlighting the impact of the supplemental funds and the progress of the mission towards particularization.

CHURCH DEVELOPMENT NEW WORK PLANNING SHEET AS OF:

(DATE)

Approved: Session

Work Start-up Date: _____

Presbytery _____
 ONA _____

Budget of Projected Sources of Income vs. Expense
Mission Name: _____ Mission Developer: _____

	Y1	Y2	Y3	Y4	Total
INCOME					
Core Group/Local Giving					
Presbytery Supplement					
ONA start-up supplement					
ONA supplement year 1					
ONA Supplement year 2					
ONA Supplement year 3					
Other Churches					
Outside Individ. Supporters					
Moving Exp reimb					
Total Income					
EXPENSES					
Personnel Support					
Facility/Rent					
Worship & Ministry					
Outreach					
Admin. Exp.					
Denom. Ministry Fund					
Other Benevolences					
Start-up Expenses					
Moving Expenses					
Total Expenses					
Income less Expense					
Cumulative Balance					

- 1. Personnel Support Mission developer and any anticipated support staff
- 2. Facility/Rent Cost of providing worship facility and any other facility needs
- 3. Worship & Ministry Expenses related to providing a worship service and ministry within the congregation
- 4. Outreach Expenses related to evangelism and outreach to the local community
- 5. Denom. Ministry Board of ONA expects a mission to contribute 10% of “core group/local giving” to denominational fund
- 6. Other benevolences Giving to local & foreign missions and other charities
- 7. Start-up expenses Includes one-time costs for getting started, such as signage, advertising, office supplies, computer, etc.
- 8. Moving expense Costs for moving the mission developer to the field, if applicable

Supplement Continuation Request

Purpose: To help presbytery and ONA measure the progress and impact of the mission and to help in making good stewardship decisions for the future.

Requirement: A supplement continuation request is required for ONA to continue providing a financial supplement to the mission after the first year. A continuation request is required each year that funding is to continue. This is a suggested outline for preparing such a request. The continuation request is due 3 months prior to the beginning of the new funding year.

Basic Facts:

1. Number and type of weekly services:
2. Average weekly worship attendance over the past 3 months (regulars and visitors):
3. Average monthly offerings over the past 3 months:
4. Average number of weekly contacts made by the mission developer with people in the community over the past 3 months, and a brief description of some of these contacts:
5. Membership increase and number of professions of faith over the past year:
6. Giving to denominational ministry fund over the past year:

Narrative:

1. Describe the impact of ONA's investment in this mission.
2. Describe the progress of the mission.
3. Describe your process for moving people from contact to convert to disciple to servant to leader:

Date request approved by provisional session:

Date approved by presbytery church extension/ONA committee:

Date approved by ONA board or executive committee:

Outreach North America Request for Matching Grant for Land or Building

Name of Church:

Presbytery:

.....

To be completed by Church:

Name and contact information of the person preparing this request:

Purpose of matching grant:

[Note: matching grants are only to be given to missions or newly organized churches for the purpose of assisting in the purchase of land and/or the building of their first unit.]

Amount of grant requested:

[Note: matching grants can be approved up to \$35,000. Money will be disbursed only at the time the actual expense is incurred.]

Amount and source of matching funds:

What percentage of your general fund receipts reported in last year's Minutes of Synod have you pledged to contribute to the denominational ministry fund for this year?

Please attach a record of giving to the denominational ministry fund for the past few years, and a pledge to contribute at least 10% in the future.

.....

To be completed by Presbytery:

Date Approved by Presbytery Committee:

Signature:

Date Approved by Presbytery:

Signature:

.....

To be completed by Outreach North America:

Date Received by Outreach North America:

Approved / Disapproved by Finance Committee:

Date:

Approved / Disapproved by the Board (or Executive Committee):

Date:

Approved Amount of the grant:

Outreach North America Revolving Loan Fund Application

Name of Church:

Presbytery:



To be completed by Church:

Name and contact information of person preparing the application:

Total project budget:

Total loan requested:

Total down payment:

Source of funds for down payment:

Appraised land value:

Any special requests regarding the loan:

Date Approved by Session:

Signature of Moderator or Clerk:



To be completed by Presbytery:

Date Approved by Presbytery Committee:

Signature:

Date Approved by Presbytery:

Signature:

NOTE: Approval by Presbytery means that Presbytery guarantees the loan [Outreach North America policy book VI.C.3.b.(1.) Financial Policies for Loans]



To be completed by Outreach North America:

Date Received by Outreach North America:

Approved / Disapproved by Finance Committee:

Date:

Approved / Disapproved by the Board
(or the Executive Committee)

Date:

Approved Loan Amount: Rate:
Revolving Loan Fund Application page 2

Monthly Payment:

Loan Application Checklist

[items required by the ONA Policy Book]

To Qualify for a revolving loan:

1) Must be a new church:

Date of first worship service:

2) Must demonstrate ability to repay the loan:

Monthly payments will not exceed 25% of current budget at time of application:

Total general budget income for previous year:
[attach year end financial statement from previous year]

Total general budget approved for this year:
[attach approved budget for current year]

Other information to consider concerning ability to repay:

Current communicant membership:

Current Average worship attendance:

3) Must have one-third down payment [land value can count toward the one-third]:

Amount of down payment:

Appraised land value:

4) Loan will be secured by a first or second mortgage.

It will be assumed that this will be a first mortgage unless extenuating circumstances are listed here as to why this needs to be a second mortgage.

5) Churches applying for loans are expected to demonstrate giving of at least 10% of their unrestricted general income to the denominational ministry fund. Attach a record of your giving to the denominational ministry fund over the past few years, and indicate what you pledge to give in the future

Outreach North America
Church Mobilization Fund Application

Name of Church:

Presbytery:



To be completed by Church:

Name and contact information of person preparing the application:

Total request first year:

Total request second year:

Note: Maximum requested first year should be the lesser of \$50,000 or 30% of general budget.

Note: Second year request should be half of first year request.

Current active membership:

Local tithes and offerings received previous year:

Budgeted tithes and offerings for current year:

Date Approved by Session:

Signature of Moderator or Clerk:



To be completed by Presbytery:

Date Approved by Presbytery Committee:

Signature:

Date Approved by Presbytery:

Signature:

NOTE: Approval means Presbytery is confirming that this church is either a good candidate for becoming a multiplying church, or is a good candidate for becoming a self-supporting church with a full-time mobilizing pastor and has demonstrated willingness to become an outward-looking disciple-making church.



To be completed by Outreach North America:

Date Received by Outreach North America:

Approved / Disapproved by Finance Committee:

Date:

Approved / Disapproved by the Board (or the Executive Committee)

Date:

Church Mobilization Fund Application page 2

Name of Church requesting the loan: **New Covenant ARP Church**

Church Mobilization Fund Application Checklist

[Items required by the ONA Policy Book]

To Qualify for Church Mobilization Fund assistance:

- 1) The church must meet the qualifications and agree to all terms of the church mobilization fund as listed in the ONA Policy Book Section VI. D (Financial Policies. Church Mobilization Fund):

- 2) The church must submit a plan as specified in ONA Policy Book Section VI. D. This plan should include evidence that the church has a vision to reach un-churched people and to make disciples, and the plan should demonstrate how the church intends to use the funds in a strategic way to accomplish the vision. (Please attach a plan with this application):

- 3) Include proposed specific, measurable, trackable, and realistic milestones in six-month increments through at least the two years of Church Mobilization Fund assistance. The church, Presbytery, and ONA will negotiate and come to agreement on these milestones, and then these milestones will become criteria for reviews every six months to determine continued funding.

- 4) Include minutes of a congregational meeting with recorded number of people voting for and people voting against entering the revitalization process, seeking Church Mobilization funds and committing to reinvest in this fund, and investing their time, tithes, and talents toward seeing the church have a greater impact in the community for Christ.

- 5) Include a record of giving to the Denominational Ministry Fund the previous year and so far this year, and a pledge to give in the future at the required 10% rate. Include a record of giving to presbytery and a pledge to continue giving at the required rate.

D. Church Mobilization Fund

1. Purpose of the fund:
 - a. To invest strategically in churches of 100 or more active members so that they grow into multiplying churches sponsoring new church plants.
 - b. To invest strategically in churches of fewer than 100 active members that are currently without a full-time pastor, but with some help could call a full-time mobilizing pastor (i.e. a pastor trained, coached, and motivated to lead the church outward in making disciples and into a multiplication environment). The goal is that the mobilizing pastor would serve as a leader and a catalyst in moving the church outward into the community to make disciples for Christ in their community and in moving the church into a multiplication environment (e.g. joining a parenting church community or teaming with a church that is sponsoring a daughter church plant).
2. Policies governing the fund.
 - a. To Qualify:
 - i. The church must be a either:
 1. A church of 100 or more active members that has demonstrated a commitment to become a multiplying church sponsoring one or more new church plants, or
 2. A church of fewer than 100 active members that is currently unable to support a full-time pastor but demonstrates a commitment to call a full-time mobilizing pastor if they receive some financial help, and commits to work to be able to fully support this pastor from their own funds as soon as possible through increasing membership and increasing giving.
 - ii. Prior to the initiation of this agreement, the church applying for this fund should demonstrate:
 1. Annual giving to the Denominational Ministry Fund at least 10% of unrestricted tithes and offerings; and pledge to continue giving at this level or greater.
 2. Giving to presbytery according to presbytery guidelines.
 3. A demographic study of the community to show that the church understands its community and is willing to reach un-churched people in its immediate neighborhood, and to show that there are enough people in the community to support the church's growth through conversion.
 4. Completion of ONA approved revitalization training (e.g. Global Church Advancement, Jump Start, High M-Pact Revitalization, Embers to a Flame); and commit, as demonstrated by overwhelming support of the session, to complete an ONA approved revitalization process.
 5. If a church of 100 or more active members, then the following three elements must all be evident:
 - a. A plan to grow into a multiplying church,
 - b. Identification of one or more potential target communities that are viable locations for a new church plant, and
 - c. Overwhelming support of the session for becoming a multiplying church.
 6. If a church of fewer than 100 active members, then the following three elements must all be evident:
 - a. A plan to grow into a church that can support a full-time mobilizing pastor,
 - b. A commitment to support at least 50% of the pastor's total call in the first year, and
 - c. A commitment to support at least 75% of the pastor's total call in the second year.
 - iii. The church must submit:
 1. An application through the presbytery church extension committee to be approved by presbytery before being considered by ONA. In

endorsing this application, presbytery is confirming that this church is either a good candidate for becoming a multiplying church, or is a good candidate for becoming a self-supporting church with a full-time mobilizing pastor and has demonstrated willingness to become an outward-looking disciple-making church.

2. A financial statement for the previous two years, statement of Denominational Ministry Fund giving for the previous two years, and a detailed budget showing how the requested funds will be used.
- b. Terms of Funding:
- i. This is a Revolving Fund: Each church receiving Church Mobilization funds must commit to reinvest in the Church Mobilization Fund at least as much as they receive from the fund. A suggested annual reinvestment contribution is 20% of the total amount received from the Church Mobilization Fund, beginning the second year after Church Mobilization funding is complete.
 - ii. The Church Mobilization Fund will invest in a church for a maximum of two years. Second year funding will be half the first year funding. Mutually agreed upon milestones must be met every six months in order to receive continued funding.
 - iii. The maximum first year funding for any one church will be \$50,000 or 30% of the church's annual general operating budget, whichever is less.
 - iv. Funding will be disbursed in monthly installments.
- c. Criteria for Approval:
- i. Meeting all qualifications and agreeing to all terms without exception.
 - ii. Viable plan for growing into a multiplying church that is able to support new church plants, or viable plan for growing into a self-supporting church that is able to support a full-time mobilizing pastor and to actively support this mobilizing pastor in leading the church outward and into a multiplication environment. This plan must be approved by all of the following: the ONA Board, Presbytery and the Church Session.
 - iii. Evidence that the church has a vision to reach un-churched people and to make disciples.
 - iv. Evidence that the funds will be used in a strategic way to help accomplish the church's vision.
 - v. Specific, measurable, trackable, and realistic milestones are identified.
 - vi. Support from the congregation as demonstrated by at least 70% of the congregation voting in approval of entering the revitalization process, seeking Church Mobilization funds and committing to reinvest in this fund, and investing their time, tithes, and talents toward seeing the church have a greater impact in the community for Christ.

CHURCH PLANTING MOBILIZATION RISK FACTOR ANALYSIS

Potential Church Planter:

Date:

Church planting is a risky business, but experience shows that when a qualified church planter is fitted with the right environmental situation the likelihood of success is greatly enhanced. The following guide is to help presbytery church extension committees and potential church planters determine the right time and the right place for the potential church planter to enter into the arena of church planting.

For the following questions, indicate the number which best represents the potential planter's situation:

How will you be personally funded?

1 – faith 2 – bi-vocational 3 – partial support 4 – spouse/strong support 5 – fully funded

Does the site selection match your cultural background or experience?

1 – not really 2 – a little 3 – moderately 4 – pretty much 5 - absolutely

How many ministry partners will move with you?

1 – none 2 – 1 or 2 3 – 3 or 4 4 – 5 or 6 5 – 7 or 8

How many pre-existing adult contacts (individuals or couples) that you already know or are aware of, might likely become part of your team?

1 – none 2 – 1 or 2 3 – 3 or 4 4 – 5 or 6 5 – 7 or 8

How near is your family or your spouse's family or natural support group?

1 – would take an airplane 2 – within driving distance for a weekend visit 3 - nearby

How closely does your ministry site approximate your geographic roots?

1 – not much 2 – somewhat 3 – quite a bit

How close are you to other supportive churches who really want you to succeed?

1 – not close at all 2 – somewhat 3 – very close

How much vocational ministry success have you personally experienced?

1 – none so far 2 – a little 3 – a lot

Scoring

CHURCH PLANTING MOBILIZATION RISK FACTOR ANALYSIS

My numerical score:

My risk category:

Other thoughts and/or action steps:

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Church Planting Explorer Proposal

I. Description

A. Training, Preparation, and Mentoring

1. **Timetable**
2. **Mentor assignment and mentoring expectations**
3. **Job Description** – will include responsibilities to:
 - a. Develop a core group
 - b. Raise funds for future church plant
 - c. Develop Church Plant Proposal
 - d. Strengthen specific ministry or life skills and attitudes related to church planting,
 - e. Go through ONA virtual training
 - f. Visit churches to help develop a philosophy of ministry
4. **Learning Contract**
 - a. **Growth need** – identify two specific ministry or life skills and attitudes related to church planting that need to be strengthened.
 - b. **Growth objectives** – identify two or three specific changes you want to see in each of these two areas.
 - c. **Strategy** – determine methods for reaching these growth objectives during the internship/residency. (supervised practice, observing then doing, observing then discussing, supervised reading, taking a course, etc.)
 - d. **Evidence of accomplishment** – determine specific ways growth will be confirmed.
 - e. **Reporting and monitoring** – develop plan for keeping presbytery church extension chairman and ONA apprised of progress.
 - f. **Other training** – list expectations for other training, such as ONA’s Mission Developer Retreat and GCA’s Church Planting Basic Course.

III. Financial Support

- A. Total resources needed to support the Explorership are \$_____.
- B. Anticipated sources of financial support:
 1. Local support – \$_____
 2. Support from other churches and individuals – \$_____
 3. Presbytery support – \$_____
 4. ONA support – \$_____

Outreach North America
Explorer Proposal Details

To Be Submitted to ONA Office with Proposal

Start Date for Explorer Supplements: _____

Who will be administering your payroll: _____

Address for Checks to be sent to: _____

City: _____ State: _____

Zip Code: _____

Will you be on General Synod's Group Health Insurance Policy: _____

Note: If not you will need to sign a paper declining benefits. Contact Central Services to obtain.

Are you Ordained: _____

Will you be on General Synod's Retirement Plan: _____

Contact Central Services at 864.232.8297 to enroll in Benefits

Student Internship Proposal

I. Description

A. Type:

1. **Full Time Student Intern** able to devote full time (at least 30 hours/week) to the internship.
2. **Part Time Student Intern** able to devote less than 30 hours/week to the internship due to class and/or other work obligations.

B. Plan for Training, Preparing, Mentoring, and Contributing

1. **Timetable**
2. **Mentor assignment and mentoring expectations**
3. **Job Description** – will include responsibilities to:
 - a. Gain specific ministry or life skills and attitudes related to church planting,
 - b. Assist the mentoring church with particular skills that the mission needs, and,
 - c. Explore the sense in which the student may be called to participate in church planting in the future.
4. **Learning Contract**
 - a. **Growth need** – identify two specific ministry or life skills and attitudes related to church planting that the internship will help provide.
 - b. **Growth objectives** – identify two or three specific ways the intern should grow in each of these two areas.
 - c. **Strategy** – determine methods for reaching these growth objectives during the internship/residency. (Supervised practice, observing then doing, observing then discussing, supervised reading, taking a course, etc.)
 - d. **Evidence of accomplishment** – determine specific ways growth will be confirmed.
 - e. **Reporting and monitoring** – plan for keeping presbytery church extension chairman and ONA apprised of progress.
 - f. **Other training** – list expectations for other training, such as ONA sponsored training and GCA's Church Planting Basic Course.
5. **Plans for contributing to the mission congregation or new church's ministry**
 - a. Identify the specific need of the congregation
 - b. Identify how the intern will meet that need.

RECOMMENDED GUIDELINES
for presbyteries receiving new churches into the
Associate Reformed Presbyterian Church*

- 1 The church must hold at least one congregational meeting with representatives of the Associate Reformed Presbyterian Church prior to any vote to become an ARP congregation. At this meeting, ARP representatives will acquaint the congregation with our denomination and will hold a question and answer time to answer church members' question.
- 2 The presbytery must review a written summary of the church's history.
- 3 The session and the congregation of the church must accept, without reservations, the doctrines and theology set forth in the *The Standards of the ARP Church*.
- 4 The church must agree, without reservations, to the *ARP Form of Government*, *Book of Church Discipline* and *Book of Worship*.
- 5 The session and congregation must agree to provide financial support to the Denominational Ministry Fund.
- 6 The session must agree to send ruling elder(s) to all stated presbytery and Synod meetings, unless providentially hindered.
- 7 The church must agree to meet presbytery's minimums for pastoral support and must agree to contribute to the Synod's retirement fund.
- 8 The church must be self-supporting, or else submit to the general rules regarding missions, as set forth in the *Form of Government* (FOG), Chapter III, B & C, and

APPENDIX P

Chapter IX. *The Form of Government* is part of *The Standards of the Associate Reformed Presbyterian Church*.

Note: See FOG Chapter XIII.B.2.e if the church is outside the bounds of an existing Associate Reformed Presbyterian presbytery.

*approved by General Synod June 2000.