Church Planting Progression

The following steps identify the church planting progression:

- 1. Bible Study An individual teaches a home Bible study and wins a soul.
- 2. Home Group This convert gathers more family and friends and starts a small group.
- 3. Preaching Point This *group* gains momentum and begins to conduct church services.
- 4. Daughter Work This *work* is organized under the mother church, and a congregation is formed.
- 5. Self-Governing Church This *church* is established and repeats the cycle by starting Home Bible studies.



A church plant is often the result of a natural/organic process that begins with an individual teaching a **Home Bible Study**, distinct from the mother church as to location or language, that results in a conversion(s). The convert(s) naturally gathers more family and friends. More conversions happen. The *Home Bible Study* organically progresses from an individual, couple, or family to a Home/Small Group. As the group gains momentum with conversion and gathering of more families and friends, it begins to conduct church services, and progresses to a **Preaching Point**. Intentional teaching and preaching founds families, develops leaders from within, and continues conversions. Under the care and oversight of the mother church the *Preaching Point* progresses to organize as a Daughter Work/Congregation (see the "Is the Preaching Point ready to become a Daughter Work?" checklist below). When the daughter work matures and grows to have adequate, equipped, and qualified leadership and staff, without the use of mother church, to maintain the services schedule, departments, and programs of the daughter church, and has enough finances to carry its financial obligations as a new church, the daughter work progresses to become a Self-Governing Church (see the "Is the Daughter Work ready to become a Self-Governing Church?" checklist below). From this new self-governing church an individual teaches a bible study, distinct from the mother church as to location or language, that results in a conversion(s), which leads to a home group, which progresses to a preaching point, then to a daughter work, and finally to another self-replicating, self-governing church!

Below, we define "Preaching Point," "Daughter Work", and "Self-Governing." We also provide checklist suggestions for the progressive stages, as well as sample policies for preaching points and daughter works. While certain policies are required for registering preaching points, daughter works, and self-governing churches, not all church plants may follow all five steps listed and each church plant is unique in its timing, growth, style, and methods. Check with your district, as district policies vary.

Definitions:

Preaching Point

A preaching point, in accordance with the UPCI *Manual*, is a regular service or meeting:

- Distinct from the mother church as to location or language.
- Designed to reach people who are currently unchurched.
- The regular service or meeting is seen as a first step toward possibly starting a daughter church. The definition of a preaching point does not include a church having a service in a prison, nursing home, jail, on a college campus, or in any other institutional setting.

Daughter Work

A daughter church, in accordance with the UPCI *Manual*, is a congregation which has met at least three months, is the result of the concerted efforts of an established mother church to plant a new congregation, holds at least one service per week apart from the mother church, and is under the general oversight of the pastor of the mother church.

The stated intention of a daughter church is to plant a new church that will eventually become a self-governing church.

A daughter church, by nature of its definition, necessitates its being birthed by a mother church. A mother church is an established United Pentecostal Church which has the desire, financial means, and staffing to assist in starting a church plant in a nearby unchurched or under-evangelized city, neighborhood, or people group. The mother church commits to promote this missional need and to equip, aid, and send a minister/ministry team to establish the daughter church. It is best if this mother-daughter relationship births organically.

Self-Governing

A self-governing church/congregation elects its pastor and other leaders, owns its own property, decides its budget, establishes its membership, and conducts all necessary business.

Checklists for Progressive Stages: PP -> DW -> SG:

Is the <u>Preaching Point</u> ready to become a Daughter Work?	
Checklist Description	Х
Over the past 4 months, how many outreach events have been hosted and how many new contacts were secured?	
Over the past 4 months, how many new Bible studies have been secured/taught?	
Over the past 4 months, how often have Bible study participants attended monthly worship services? In the same time, how many guests have attended monthly worship services?	
What are the evangelistic benefits of increasing worship services/ministry efforts?	
Are there regular evangelism events that provide continuing new contacts and biblical conversations?	
How many preaching point participants are active in evangelism, and what are the results?	
Do preaching point participants understand the effort needed for more activity, and are they committed to increased participation as a daughter work?	
Is leadership ready/capable of assuming the responsibilities at this next level? (i.e., additional planning, additional study/prep for bible studies & preaching, etc., without diminishing evangelism focus/effort.)	

Does the preaching point have volunteers/leaders, in addition to mother church staff, to increase the service schedule, departments, and programs?	
Are finances increasing? How many are giving regularly? How many are tithing?	
Does the pastor of the mother church feel the preaching point is ready to become a Daughter Work?	
Does the church plant have access to adequate facilities for holding increased services?	

Is the Daughter Church ready to become a Self-Governing Church?		
Checklist Description	х	
Is the daughter church pastor ready/capable of assuming the pastoral responsibilities of a new church?		
Discuss and outline, in writing, the daughter church pastor's responsibility and accountability to the pastor after the church plant becomes a self-governing church.		
Does the daughter church have adequate staff, without the use of mother church staff, to maintain the services schedule, departments, and programs of the daughter church?		
Does the daughter church have adequate musicians?		
Does the daughter church have enough finances to carry its financial obligations as a new church?		
Do the members of the daughter church want to detach from the mother church and commit to the new church?		
Do the workers assigned to the daughter church feel the daughter church is ready to become a self-governing church?		
Does the pastor along with the Board of Trustees of the mother church feel the daughter church is ready to become a self-governing church?		
Does the daughter church have access to adequate facilities for holding services?		
Discussion Needed before Public Announcements Are Made:		
Schedule a meeting with the workers assigned to the daughter church to discuss the possibility of the daughter church becoming a self-governing church.		

Schedule a meeting with the trustees of the mother church to discuss the possibility of the daughter church becoming a self-governing church.	
Schedule a meeting with the pastor/overseer of the daughter church to ask straight-forward questions as to whether it is beneficial to currently detach the daughter church from the mother church and becomes a self-governing church.	
Agreements Needed before Daughter Church becomes a Self-Governing Church:	
Develop and outline, in writing, an agreement as to where each assigned worker will go to church after the daughter church becomes a self-governing church.	
Develop and outline, in writing, an agreement as to where the members will attend church after the daughter church becomes a self-governing church. Some members may want to stay with the mother church. Some members of the mother church may want to go with the new church.	
Develop and outline, in writing, the transfer of daughter church funds, accounts, books, minutes, records, etc. to the new church pastor.	
Discuss and outline, in writing, the mother church pastor's responsibility and relationship to the new self-governing church, the new pastor, and the members of the new church after the daughter church is detached (self-governing).	
Discuss and outline, in writing, the new self-governing church pastor's responsibility and accountability to the mother church pastor after the new church is detached from the mother church.	
Decide on a date for the daughter church to officially become self-governing (detached from the mother church). This date, in most cases, will depend on the daughter church gaining approval from the District North American Missions Executive Committee and/or the District Board to become a self-governing church.	

Sample Preaching Point Policy

Section 1: Definition:

A preaching point, in accordance with the UPCI *Manual*, is a regular service or meeting:

• Distinct from the mother church as to location or language.

- Designed to reach people who are currently unchurched.
- The regular service or meeting is seen as a first step toward possibly starting a
 daughter church. The definition of a preaching point does not include a church
 having a service in a prison, nursing home, jail, on a college campus, or in any
 other institutional setting.

Section 2: Procedure

- With approval of a District North American Missions Executive Committee, an existing church can establish a preaching point in any city or town that does not have a United Pentecostal Church. In the event there is a United Pentecostal Church in the town or city where the preaching point is being considered, the approval of the District Board is required.
- 2. A preaching point isn't a firm commitment to start a church, but it's a stated effort to explore the possibility, and therefore it's important to consider the proposed target area and the input of any neighboring pastors.
- 3. The existence of a preaching point in a town/city does not preclude another church from applying to start another preaching point or daughter church. It also does not preclude someone applying to start a self-governing church in that town/city.

Section 3: Responsibilities for a Preaching Point

- 1. No member of the mother church or any member of another church is to be asked to help or minister at the preaching point without first receiving permission from the mother church pastor, who will clear with any other pastors involved.
- It must be understood that the preaching point is not a church, but a ministry of the mother church. This relationship exists until that time it becomes large enough to change its status.

Preaching Point Application

Definition

A preaching point is a regular service or meeting distinct from the mother church as to location or language and is designed to reach people who are currently unchurched. A preaching point is a first step toward the possibility of starting a daughter work or church. The definition of a preaching point does not include a church having a service in a prison, nursing home, jail, on a college campus or in any other institutional setting.

Personal Contact Information SEP Name (Pastor): _____ Target Date: _____ Base Church: Address: _____ City: _____ Phone: _____ Email Address: _____ **Location** City you are applying for: _____ City Population: _____ Physical Address of Meeting Place: Section: Sectional Presbyter: Who will be the leader of this preaching point? **Target City Information** How did you arrive on this location or language group for a preaching point? _____ Have you made contacts with from this city/people group? () Yes () No What is your plan of action to establish this new outreach? Additional Comments:

Signature:	_Date:			
Send completed application to District Sectional Presbyter.				
District Action				
District Superintendent:	_Date:			
District NAM Director:	_Date:			
Sectional Presbyter:	_Date:			
If there is an existing UPCI church in the same city, the application may be forwarded to the District Board for consideration.				
Office Use Only				
() Approval () Disapproval				
Signature of District Superintendent or District Secretary	Date			
Send approved Application to District Secretary and District North American Missions Director for processing.				

Sample District Mother – Daughter Church Policy

Section 1: Definition

1. A mother church is an established United Pentecostal Church which has the desire, financial means, and staffing to assist in starting a church plant in a nearby unchurched or under-evangelized city, neighborhood, or people group. The mother church commits to promote this missional need and to equip, aid, and send a

- minister/ministry team to establish the daughter church. It is best if this mother-daughter relationship births organically.
- 2. A daughter church, in accordance with the UPCI *Manual*, is a congregation which has met at least three months, is the result of the concerted efforts of an established mother church to plant a new congregation, holds at least one service per week apart from the mother church, and is under the general oversight of the pastor of the mother church.
- 3. The stated intention of a daughter church is to plant a new church that will eventually become a self-governing church.

Section 2: Procedure

- 1. The pastor of the mother church shall make application to start a daughter church to his/her District North American Missions Director.
- 2. The District North American Missions Director shall then call a meeting of the District North American Missions Executive Committee, which consists of the District Superintendent, the District North American Missions Director, and the Sectional Presbyter in whose section the project or individual under consideration is located. The District Superintendent shall act as chair of this committee. If the location of the daughter work is in a different Section, the Presbyter of that Section is also to be notified.
- 3. The District North American Missions Executive Committee shall review, discuss, and approve the application. If there is opposition on the committee or from a local pastor(s), the Daughter Church Application shall be moved to the District Board for review, discussion and approval or denial. The mother church pastor (and daughter church leader/pastor) may be interviewed by the District North American Missions Executive Committee and/or the District Board.
- 4. Either the District North American Missions Director or the District Secretary shall notify Church Administration of the new daughter church. The daughter church will be added to the annual *UPCI Directory*.
- 5. No financial support will be supplied by the District North American Missions Department until the daughter church is approved as a self-governing church with District North American Missions status (an approved Metro Daughter Work is the only exclusion to this rule).

Section 4. Responsibilities of the Daughter Church Leader

- 1. No member of the mother church or any member of another church is to be asked to help or minister at the daughter church without first receiving permission from the mother church pastor, who will clear with any other pastors involved.
- 2. The daughter church is not a self-governing church, but a ministry of the mother church. This relationship exists until which time the pastor of the mother church and pastor/leader of the daughter church agree for the daughter church to become independent of the mother church (self-governing). This must meet appropriate district approval.

3. During the tenure as a daughter church the pastor/leader of the work may attend District North American Missions seminars, retreats, and training sessions at their own expense.

Sample Local Daughter Church Policy

Definitions:

follows:

in advance.

1.	"Mother Church" describes <u>Name of Mother Church</u> of <u>City</u> ,
	State , who possess an organic relationship with a church planter
	and team, to whom the mother church commits to equip, aid, and send forth to
	establish a daughter congregation. The mother church will provide oversight and
	spiritual, moral, and resource support for the daughter church.
2.	"Daughter Church" describes Name of Daughter Church of City,
	State, who has an organic relationship with the mother church
	and agrees to relate in the ways spelled out in this policy. The goal is to see the
	daughter church become a healthy, self-sufficient, self-reproducing, and self-
	governing church.
	licy:
1.	Ministry will serve as the pastor for the approved daughter work of Name of Mother Church _ and as a minister on the staff of
	daughter work of <u>Name of Mother Church</u> and as a minister on the staff of
	the mother church. His/Her primary responsibility will be to evangelize and disciple
	people in the designated area. The leadership team of the daughter church shall
	be <u>names of approved team members</u> .
	This ministry arrangement shall be reviewed at the following designated thresholds:
	a. <i>Time.</i> Six months, one year, and as determined necessary by the mother church
	pastor and the daughter church pastor.
	b. Licensing. If applicable, the mother church pastor shall assist the daughter
	church pastor in obtaining requisite licensing with the United Pentecostal Church
	International.
2.	Church Membership. The designated pastor, team leadership (if applicable), their
	families, and any other approved families already living within the daughter church
	designated location will be members of the mother church and attend at least one
	service per week at the mother church. They are encouraged to participate in the
	mother church activities.
3.	Accountability. The daughter church pastor will report directly to the mother church
	pastor or designee. In the organizational structure of the mother church, the

4. Ministerial Responsibilities. The daughter church pastor's responsibilities are as

and conduct other outreach activities, including home Bible studies.

a. Conduct all daughter church services and activities, coordinating them with the mother church pastor. Special services and guest speakers should be approved

b. Keep records on all visitors (name, address, and telephone), follow up all visitors,

daughter work pastor is considered a pastoral assistant.

- c. Provide pastoral guidance and care to daughter work attendees.
- d. Organize and administrate the daughter church congregation.
- e. Meet regularly with the mother church pastor (once a month or as designated by the pastor), to review all important developments, discuss any concerns or challenges and submit weekly attendance reports.
- f. Serve the mother church as a minister and attend the ministers' meetings. As applicable, the daughter work pastor's wife is urged to attend meetings of the ministers' wives.

5. Participants.

- a. By mutual agreement between the mother church pastor and the daughter church pastor, members of the mother church may participate in activities of the daughter church. However, these shall look to the mother church pastor for pastoral leadership and counseling and will pay their tithes to the mother church.
- b. Some members may be transferred to the daughter work, in which case they will look to the daughter work pastor for their primary pastoral care.
- c. Some members may be assigned to assist in certain roles for a designated time of six months to one year, subject to mutual review after that time. They will continue to look to the senior pastor for primary pastoral leadership and care, and they will pay tithes to the mother church. The daughter work pastor will keep the senior pastor fully informed of any issues or developments regarding them.
- 6. Service Schedule. Daughter church services will be at the times and locations agreed upon by the mother church pastor and the daughter church pastor.
- 7. Building. Initially the mother church will provide the building, utilities, and supplies for daughter church services. As the daughter church grows and its budget permits, it will assume these financial responsibilities in its budget. If the daughter work shares the use of the mother church's building, a Building Use Agreement shall be drafted that defines all resp[onsibilities of use.
- 8. Vehicles. A church van may be available to transport people for service and to take special trips. Its use must be scheduled according to the mother church policy. The driver must be at least 25 years of age, have a valid driver's license, and have a good driving record, and be registered with the church's insurance provider. When using the van, the daughter church is responsible to purchase gas and oil. (Oil should be checked weekly or on each out-of-town trip.) For vehicle maintenance, see the designated maintenance coordinator.

9. Finances.

- a. All finances received shall be deposited every week with the mother church under the direction of the treasurer, shall be used for the benefit of the daughter church, and shall be accounted for by a separate fund in the general ledger.
- b. The mother church will keep financial records for the daughter work and generate financial statements as needed. The mother church treasurer will provide a weekly offering report and a monthly financial report to both the mother church pastor and the daughter church pastor. The mother church treasurer will provide individual tithing reports upon request.
- c. The treasurer or bookkeeper will pay bills and reimbursements according to the church's policies and a budget approved by the mother pastor. After the first year

- of operation, the daughter work pastor will submit an annual budget for approval by the mother pastor and is accountable to operate according to that budget.
- d. When there is sufficient tithing income, the daughter work pastor will receive a monthly housing allowance and/or salary as approved by the senior pastor.
- 10. Expenses. The daughter church pastor and, when agreement upon, the leadership team will be entitled to reimbursement of all ministerial and church-related expenses in accordance with the Accountable Expense Reimbursement Policy of the mother church, up to a maximum of \$300 per month or monies available in the daughter church fund. Specific types of reimbursable expenses are spelled out in the Accountable Expense Reimbursement Policy. Any expenses over \$300/month shall be approved in advance by the mother church pastor.

11. Policies.

- Unless otherwise specified, all the policies of the mother church shall be in effect for the daughter church, including the guidelines for leadership and public ministry.
- b. This Daughter Church Policy shall be reviewed after the first six months and thereafter on a yearly basis at which time it can be either renewed, terminated, or modified by mutual consent.
- 12. *Ministry Out of Town*. It is expected that the daughter church pastor and leadership team will have some speaking or singing invitations from other churches. The schedule should be coordinated with the mother church pastor.
- 13. Self-Governing Church Status.
 - a. The daughter work is a ministry of the mother church, and as such it functions under the incorporation, bylaws, tax-exempt status, and affiliation of the mother church.
 - b. The long-term goal is for the daughter work to become an established congregation and to acquire its own affiliated church status with the United Pentecostal Church International. It must first demonstrate its ability to be self-supporting, self-propagating, and self-governing. The mother church intends to support this effort with prayer, guidance, finances, and volunteer assistance to the extent possible.
 - c. When the mother pastor and the daughter work pastor agree that the time is right, the daughter work will apply to the district to become a self-governing, affiliated church.
 - d. When the daughter work receives approval as a self-governing church, it will be set in order with its own incorporation, bylaws, policies, and insurance.
 - e. The assets designated for the daughter church's exclusive use will be transferred to the new legal entity, along with any related liabilities. If the mother church has invested any funds in land or building for the daughter work, it may ask the daughter work to execute a lien in favor of the mother church for the amount invested. This lien must be paid if the daughter work ever sells its property or disaffiliates from the UPCI.
 - f. If the new church continues to use facilities of the mother church, it will pay a monthly use fee for utilities, maintenance, and wear and tear.
 - g. If the mother church continues to pay a loan on land and/or building of the new church, then title shall remain in the name of the mother church, and the new

- church shall make payments to the mother church. When the daughter church pays off the loan or secures financing in its own name, then title shall be transferred to the new church, along with the associated equity.
- 14. Either the mother church pastor or the daughter church pastor may terminate the employment of the daughter church pastor by giving thirty days' notice. The time of notice may be shortened by mutual consent.
- 15. This policy is not intended to be a legally binding contract, but simply a mutual understanding of the working relationship. If any misunderstandings or disagreements arise that the mother and daughter pastors cannot resolve, the Sectional Presbyter or District Superintendent shall resolve through mediation or arbitration.

Sample Daughter Work Application

Definition

Mother Church Information

A daughter congregation is a congregation which has met at least three months, is the result of the concerted efforts of an established mother church to plant a new congregation, holds at least one service per week apart from the mother church, and is under the general oversight of the pastor of the mother church.

Pastor:	Mother Church:		
Address:		City:	
Phone:	Email Address:		
<u>Location</u>			
City of Daughter Work:		Target Date:	
Physical Address of Meeting Place:			
Section: Sectional Presbyter:			
Target City Information			
Who is the leader of the daughter ch	urch?		
Is this person licensed with the UCP	l? If no, by	when?	

Do you have a signed Mother – Daughter Work Policy in place? () Yes () No
What is the daughter church average attendance? Since the church was started, how many have been baptized and received the Holy Ghost?
Is it your long-term intention to establish this work as a self-governing UPCI church or to remain as a daughter church?
Describe your burden and calling for this place:
Have you made contacts with from this city/people group? () Yes () No
What is your plan of action to establish this new outreach?
Additional Comments:
Signature: Date:

Send completed application to District Sectional Presbyter.

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<u>District Action</u>				
District Superintendent:	Date:			
District NAM Director:	Date:			
Sectional Presbyter:	Date:			
If there is an existing UPCI church in the same city, the District Board for consideration.	the application may be forwarded to			
Office Use Only	у			
() Approval () Disapproval				
Signature of District Superintendent	 Date			
Send approved Application to District Secretary and District North American Missions Director for processing.				
Sample NAM Church (Self-Governing) Application City you are applying for: City Population:				
Section: Sectional Presbyter:				
Contact and Personal Information SEP				
Name (Minister):	Date of Birth:			
Name (Spouse, if applicable):	Date of Birth:			
Address:	City:			
State: Zip: Home Pho	one:			
Cell: Email Addr	ess:			
What type of license credentials do you hold with th	- LIDCIO			

Local()	Year:	District:	
General ()	Year:	District:	
Ordained () Year:	District:	
What is your prese	nt ministry status′	?()Pastor years()Asstnt. Pastor yea	rs
() Evangelist	years Other min	stries:	_
Who is your preser	nt pastor?	City/State:	
Day Phone Numbe	r:	Email:	
Please list all FORI	MER pastors:		
Name	City	Telephone	
If you are presently	pastoring, where	is your PRESENT field of labor?	
Name of Church: _		City/State:	
a. How long ha	ıve you been at th	e PRESENT FIELD OF LABOR:	
b. How much g	rowth has the ch	urch experienced NUMERICALLY under YOUR	
MINISTRY?	Started with	members. Presently have members.	
How many souls ha	ave YOU won dur	ing the past two years outside the pulpit (through	
personal home Bib	le Studies, etc.)?		
How many Bible st	udies are you tea	ching? Now Last 12 months	
Family Informatio	<u>n</u>		
Do you have the fu	Il support of your	family? Explain:	
	_		
Target City Inform	<u>iation</u>		
Physical Address o	f regularly schedu	uled meetings:	

How did you arrive at the decision that this is the location for you? Why are you interested in this city/area? Describe your calling and burden for this place:				
What is your action plan to establish a United Pentecostal Church in this area?				
Have you made contacts with from this city/people group? () Yes () No				
What is your perspective launch date?				
When do you plan to move to this city/area?				
Personal Cooperation Information				
What is your current relationship with your Pastor and District Superintendent?				
·				
Are you willing to cooperate and collaborate with the ministers, NAM and the leadership of the District?				
Have you read and agree to abide by the General and NAM District policies?				
Are you presently cooperating with your district financial plan? () Yes () No. If no, explain:				
Would you be willing to affiliate your assembly with the United Pentecostal Church International?				
International? Please note: If organizational assistance is granted, affiliation with the UPCI is required.				
Did you personally support Christmas for Christ last year? () Yes () No				
If you answered "YES" what was the amount you gave? \$				
How much are you personally giving to the following programs?				
Global Missions (amount monthly)				

Move the Miss	ion (amount annuall	y)	\$	
Financial Information				
What is your professional	work experience? _			
Are you presently employ	ed?()Yes()No E	Employer:		_
Is your spouse (if applical	ole) employed?() Y	′es()No Emp	loyer:	
What is your current total \$	-	cular, ministry,	spouse, investmen	its, etc)?
What are your current tota utilities, credit card, etc.)?	al monthly expenses		urance, autos, med	dical,
Are you current on all you	ır debts? () Yes ()	No. If no, expla	ain:	
I authorize the District Bo	ard to request a cred	dit reference ch	eck if deemed nece	essary.
Signature	SSN		Date	
How will you support your	self financially in this	s endeavor?		
References				
Please give the name and qualified to give further in			ollowing people wh	nich are
Pastor:	Cor	ntact:		
Presbyter:	Cor	ntact:		
Superintendent:	Cor	ntact:		
Employer:	Cor	ntact:		
Having answered the pre- approved, to cooperate w Church International, and burden.	rith the	Distric	ct of the United Per	ntecostal

Signature of Applicant		Date
Signature of NAM Executive Comm	nittee Represenative	Date
	Send Completed Appli	cation to District NAM Director
	Office Use Only	
() Approval () Disapproval _		
Signature of District Superintendent		Date
Send approved Application to Distr Director for processing.	ict Secretary and Distric	ct North American Missions