

# The BFC Church Planting Guide

*A Guide for Church Planters and their Teams  
in developing new Bible Fellowship Churches.  
To be used in coordination with the DCPI Church Planter's  
Handbook*



Rev. David E. Gundrum, Director

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PO Box 753, Whitehall, PA 18052 · Phone: 610-769-4337 · fax: 610-769-4338

E-mail: [office@churchplantingbfc.org](mailto:office@churchplantingbfc.org) · Website: [www.churchplantingbfc.org](http://www.churchplantingbfc.org)

(September 2010)

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## Preamble

*The BFC Church Planting Guide* has been prepared by Church Extension Ministries (CEM) to guide the Church Planter and the Transitional Leadership Team (TLT) through the steps of planting a Bible Fellowship Church (BFC). You should plan to follow the procedures that are described here. They are presented with the conviction that they will significantly help you in the development of the Mission Church. These guidelines will provide a basis both for accountability and evaluation.

May God bless you as you begin the process of planting a Bible Fellowship Church.

**Note:** Page numbers at the end of the checklist items refer to the corresponding sections in the *Dynamic Church Planter's Handbook*. The handbook is now available on a CD.

## Identification / Approval Stage

**To be completed by Church Extension - 6 months-1 year**

**Date**

**Completed**

**Phase One - Initial Interest**

Demographics

- \_\_\_\_\_ Population study
- \_\_\_\_\_ Ecclesiastical study
- \_\_\_\_\_ Business study
- \_\_\_\_\_ Culture/ethnicity study
- \_\_\_\_\_ Educational study

Interested People

- \_\_\_\_\_ Former members or attendees of BFC churches
- \_\_\_\_\_ People identified with interest and in sympathy with BFC

Potential Established

- \_\_\_\_\_ Demographic studies showing 10 years' growth and future growth
- \_\_\_\_\_ Need demonstrated for a church that preaches and teaches the sovereignty of grace and the necessity of producing disciples.
- \_\_\_\_\_ People who will commit

**Phase Two - Needs and Resources Assessment**

- \_\_\_\_\_ - Needs assessment
- \_\_\_\_\_ - Resource assessment - assess available resources: financial, personnel, physical
- \_\_\_\_\_ - Financial demands - \$90,000.00 – 5 year commitment
- \_\_\_\_\_ - Music, children/youth people necessary
- \_\_\_\_\_ - Facility assessment: adequacy, short/long term

**Phase Three – Board of Church Extension Approval**

- \_\_\_\_\_ Decision to open a mission

**Phase Four - Implementation**

- \_\_\_\_\_ Recruit, assess and call a church planter
- \_\_\_\_\_ Train and orient a church planter
- \_\_\_\_\_ Gather financial support

# Cultivating/Gathering Stage

## Phase One – Years 1&2

### God to You

**Date  
Completed**

#### **PRAYER**

- \_\_\_\_\_ Pray and fast for God’s vision for the new church (p. 190).
  
- \_\_\_\_\_ Find a new place in your target community to pray for the new church.  
Establish weekly prayer walks through the community (p. 191).
  
- \_\_\_\_\_ Gather committed people to pray and, if willing, fast, asking God to create this new church (p. 191). Develop a prayer partners list of 200 supporters. Recruit a person from each supporting church who will be responsible to represent the new church by employing activities such as distributing monthly prayer updates to post in the church’s bulletin.

#### **VISION AND PLANNING**

- \_\_\_\_\_ Develop a vision for this new church (p. 191).
  
- \_\_\_\_\_ Develop an overall strategy for planting the church (p. 192).
  
- \_\_\_\_\_ Design a process of spiritual formation to help people become fully devoted followers of Jesus (p. 194).
  
- \_\_\_\_\_ Set the date for the first public celebration (launch of services) (p. 191).
  
- \_\_\_\_\_ Develop a TimeLine that extends from the present to three months past the first public celebration (p. 197).
  
- \_\_\_\_\_ Carefully set vision, values, and goals for the development of the church (p. 191).

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#### **LEADERSHIP**

- \_\_\_\_\_ Find a church planting mentor/coach (p. 197).  
This could be an accomplished church planter from Church Extension, a foreign missionary church planter, or a church planter outside the BFC.

**Date  
Completed**

- \_\_\_\_\_ Enlist Pastor Advisors (p.198) chosen from churches of like faith.
- \_\_\_\_\_ Begin working with the Transitional Leadership Team. (See TLT Booklet on the CEM web site – [www.churchplantingbfc.org](http://www.churchplantingbfc.org))
- \_\_\_\_\_ Gather together an initial core group that will transition into the Administrative Team (A-Team). (See Administrative Team on the CEM web site – [www.churchplantingbfc.org](http://www.churchplantingbfc.org))
- \_\_\_\_\_ Form an A-Team.
- \_\_\_\_\_ Recruit gifted, qualified people for the following areas: music, finance, and children’s ministry.

**OUTREACH**

- \_\_\_\_\_ Drive and walk through your target area (p. 198).
- \_\_\_\_\_ Survey the churches in your target area (p. 199).
- \_\_\_\_\_ Study the demographics of the target area (p. 199).
- \_\_\_\_\_ Survey the target area (p. 200). Utilize the *Community Survey Manual* (on website) and materials provided by Church Extension.
- \_\_\_\_\_ Describe the person you are trying to reach (p. 201).
- \_\_\_\_\_ Choose a name for the new church (p. 201). The church should identify with the community first and the BFC.
- \_\_\_\_\_ Design a logo. If possible use a professional graphics artist (p. 202).
- \_\_\_\_\_ Create a memorable slogan (p. 202).
- \_\_\_\_\_ Design and print letterhead, envelopes, and business cards (p. 203).
- \_\_\_\_\_ Design and print a church brochure (p. 203).  
Outreach Marketing ([www.outreach.com](http://www.outreach.com)) has many pre-designed materials available.
- \_\_\_\_\_ “Farm” all the people who are interested in the new church (p. 203).

**Date  
Completed**

- \_\_\_\_\_ Lead people to Christ whenever and wherever possible (p. 203).
- \_\_\_\_\_ Host monthly gatherings for everyone interested in the new church (p. 204).
- \_\_\_\_\_ Look for local community organizations/service groups with which to network such as the Lions and Rotary clubs.
- \_\_\_\_\_ Consider volunteering with a local community organization on a limited basis.
- \_\_\_\_\_ Create a listing of every contact you make (name, phone, address, comments). Form a mailing list of the contacts for updates.
- \_\_\_\_\_ Send out an attractive weekly or monthly church newsletter to all the interested people in your target area and contacts where applicable (p. 204).

**CORE DEVELOPMENT**

- \_\_\_\_\_ Start one-to-one discipleship with young Christians (p. 205).
- \_\_\_\_\_ Start vision-building, first with the A-Team and then the entire group in areas of Bible discussion, prayer and worship (p. 205).

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**ADMINISTRATION**

- \_\_\_\_\_ Secure a church website, e-mail, and phone number (p. 205).  
The phone should be a separate line from a personal phone and have a very attractive message on an answering machine with a female voice.
- \_\_\_\_\_ Get a post office box for the new church, if necessary (p. 206).
- \_\_\_\_\_ Develop a preliminary constitution and bylaws for eventual incorporation (p. 206).
- \_\_\_\_\_ If possible, seek a visible office space in the target community with easily seen signage.

**Date  
Completed**

\_\_\_\_\_ Recruit a person to assist with office and administrative items.

**FINANCE**

\_\_\_\_\_ Recruit a qualified individual to handle church finances honestly and professionally (p. 206).

\_\_\_\_\_ Open a church checking account (p. 207).

\_\_\_\_\_ Establish financial procedures that insure accountability and integrity (p.206). The TLT and Church Extension will assist in these areas.

\_\_\_\_\_ Begin work on a budget with assistance from the director of Church Extension and the raising of funds to meet the budget.

**CHILDREN**

\_\_\_\_\_ Provide childcare during the small group meeting (p. 207).

\_\_\_\_\_ Consider liability coverage and/or child care guidelines. Contact Church Extension to make sure you are listed on their policies.

**CHURCH PLANTER**

\_\_\_\_\_ Watch yourself, your wife, and your children (p. 207).

\_\_\_\_\_

*End of Phase One*

## **Phase Two – Year 1 & 2**

### **You to the Team**

**Date  
Completed**

#### **PRAYER**

- \_\_\_\_\_ Develop a prayer strategy that may include prayer walks or other scheduled prayer events. Include your team in these events.
- \_\_\_\_\_ Pray and fast for wisdom for the Lord’s outreach plan (p. 210).
- \_\_\_\_\_ Stay in close communication with your prayer team: local and supporting churches, and prayer mailing list (p. 210).
- \_\_\_\_\_

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#### **VISION AND PLANNING**

- \_\_\_\_\_ Look to the Lord of the harvest to direct your unique outreach into the community (p. 210).
- \_\_\_\_\_ Understand that the Lord may use a strategy productively in one church plant but not in another (p. 211).
- \_\_\_\_\_ Write the outreach plan in your timeline (p. 210).
- \_\_\_\_\_ Cast your outreach plan among your TLT, A-Team, and others who have committed to the church plant.

#### **LEADERSHIP**

- \_\_\_\_\_ Recruit and train children’s ministry leaders (p. 212).
- \_\_\_\_\_ Recruit and equip leaders for new Christian training (p. 212).
- \_\_\_\_\_ Recruit and train small group leaders and assistant leaders (p. 211).
- \_\_\_\_\_ Meet regularly with the leaders of ministries (p. 213).
- \_\_\_\_\_

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#### **OUTREACH**

- \_\_\_\_\_ Design the outreach plan to be synergistic (p. 213).

**Date  
Completed**

- \_\_\_\_\_ Encourage members of the core group to bring their friends (p. 213).
- \_\_\_\_\_ Continue to “farm” those from the door-to-door surveys and other contacts who are “open” (p. 214).
- \_\_\_\_\_ Sponsor special outreach events every two or three months prior to the launch of the church (p. 214).
- \_\_\_\_\_ Purchase professionally-prepared signage (p. 214).
- \_\_\_\_\_ Create professionally-prepared 8 1/2" x 11" posters to place on community bulletin boards in locations such as stores, banks and offices.
- \_\_\_\_\_ Create a large outside banner that is professionally prepared (p. 214).
- \_\_\_\_\_ Make some attractive inside banners to communicate the purpose of the church (p. 214).
- \_\_\_\_\_ Design and print a guest packet, including a welcome/response card for the celebration (launch) service that helps identify why visitors have come (p. 215).
- \_\_\_\_\_ Understand the impact of penetration and repetition in marketing the new church (p. 215).
- \_\_\_\_\_ \_\_\_\_\_  
Outreach Marketing ([www.outreach.com](http://www.outreach.com)) has many ideas available.
- OUTREACH OPTIONS:**  
The following are options to use for penetration and repetition. Pray to the Master Strategist and investigate what has been productive in your target area. You may choose to use two, three, or four of them in concert.
- \_\_\_\_\_ Do a massive direct mail outreach into your community (p. 215).
- \_\_\_\_\_ Use telemarketing with repetitive direct mail (p. 215).
- \_\_\_\_\_ Place a display ad in the most effective newspaper(s) (p. 215).
- \_\_\_\_\_ Saturate the community with flyers and posters (p. 216).
- \_\_\_\_\_ Use the radio and e-mail to reach your community (p. 216).

**Date  
Completed**

- \_\_\_\_\_ Try television to broadcast your message (p. 216).
- \_\_\_\_\_ Combine telemarketing, videotape, and CDs to project your image (p. 216).
- \_\_\_\_\_ Place a display ad in the business section of the telephone directory (p. 217).
- \_\_\_\_\_ Keep your website attractive and informative.

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**CORE DEVELOPMENT**

- \_\_\_\_\_ Expand the network of small groups (p. 218).
- \_\_\_\_\_ Train new Christians (p. 218).
- \_\_\_\_\_ Begin to look for potential elders, deacons and other leaders.
- \_\_\_\_\_ Schedule opportunities for leadership development.

**FINANCE**

- \_\_\_\_\_ Estimate the cost for projected start-up needs (p. 218).
- \_\_\_\_\_ Revise your budget if necessary (p. 218). This may already be in place depending on the work of the director of Church Extension and TLT.
- \_\_\_\_\_ With the assistance of Church Extension, continue raising the funds needed to meet the budget, especially the outreach and start-up expenses (p. 219).

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**FACILITIES**

- \_\_\_\_\_ Secure the celebration (launch) meeting place (p. 219).

**Date  
Completed**

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DCPI (Dynamic Church Planting Institute) has a booklet, *Finding Start-up Facilities for Your New Church*, available for selecting a meeting place. It is available through the Church Extension office.

**CELEBRATION/ LAUNCH**

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Plan the main ingredients of the first public celebration (launch) (p. 220).

**CHILDREN**

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The children's ministry leader plans and prepares the children's ministry (p. 220).

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*End of Cultivating and Gathering Stage*

# Development Stage

## Years 3 & 4

### The Team to the Church

**Date  
Completed**

#### **PRAYER**

\_\_\_\_\_ Communicate all prayer needs for Phase Three to your core group prayer team: supporting churches, mailing list, local groups (p. 225).  
\_\_\_\_\_  
\_\_\_\_\_ Continue the prayer strategy developed previously.

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#### **VISION AND PLANNING**

\_\_\_\_\_ The church planter, TLT, and A-Team need to communicate the vision and ministry plan to all the people (p. 225).  
\_\_\_\_\_

#### **LEADERSHIP**

\_\_\_\_\_ A concentrated effort needs to be made to secure and train leaders (p. 225). Do not place potential leaders into positions of influential leadership too quickly (p. 225-226).  
\_\_\_\_\_  
\_\_\_\_\_ Investigate the relationship a potential leader had with previous churches and pastors as well as with the present group (p. 226).  
\_\_\_\_\_  
\_\_\_\_\_ Recruit and train a worship leader (p. 226).  
\_\_\_\_\_  
\_\_\_\_\_ Recruit and train a process coordinator, if appropriate (p. 227).  
\_\_\_\_\_  
\_\_\_\_\_ Recruit and train a lead usher who will recruit and train others (p. 227).  
\_\_\_\_\_  
\_\_\_\_\_ Recruit and train a lead greeter who will recruit and train others (p. 227).  
\_\_\_\_\_  
\_\_\_\_\_ Recruit and train the facilities leader who will gather a group to take care of the facilities (p. 227).  
\_\_\_\_\_  
\_\_\_\_\_ The children's ministry leader recruits and trains the nursery leader and others involved in children's ministry (p. 228).

**Date  
Completed**

\_\_\_\_\_

Recruit and train a follow-up and evangelism leader who will formulate a visitation program and ongoing evangelistic outreaches along with the church planter (p. 228).

\_\_\_\_\_

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**CORE DEVELOPMENT**

\_\_\_\_\_

Establish and communicate a goal for a critical mass of at least 40 to 60 adults in your core before the first public celebration/launch (p. 228).

\_\_\_\_\_

Put everyone to work who will work (p. 229).

\_\_\_\_\_

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**FINANCE**

\_\_\_\_\_

Carefully select two reliable individuals to count, record, and deposit the offering (p. 229).

\_\_\_\_\_

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**FACILITIES**

\_\_\_\_\_

Help establish and maintain good communication between the administrator of the facility and the facilities leader (p. 229).

\_\_\_\_\_

The facilities leader thoroughly inspects the facility and grounds after each use (p. 230).

\_\_\_\_\_

The facilities team sets up chairs correctly, etc. (p. 230).

\_\_\_\_\_

Everything used on Sunday mornings must be portable if in rented facilities (p. 230).

\_\_\_\_\_

Find a storage alternative that is safe and secure (p. 231).

\_\_\_\_\_

Make sure all needed equipment and supplies are on hand before the practice celebration/launch (p. 231).

\_\_\_\_\_

**Date  
Completed**

**CELEBRATION**

- \_\_\_\_\_ Choose a style of music and worship format that is culturally appropriate to your target audience (p. 231).
- \_\_\_\_\_ The celebration (worship) leader should find musicians appropriate to your worship style (p. 231).
- \_\_\_\_\_ Recruit and train a worship team (p. 231).
- \_\_\_\_\_ Acquire a good sound system (p. 232).
- \_\_\_\_\_ Prepare to project, on a screen or wall, the words of all the songs that are sung if this is your style (p. 232).
- \_\_\_\_\_ Acquire a good CD player and PowerPoint system if necessary (p. 232).
- \_\_\_\_\_ Create an order of service for the celebration/launch and prepare for future services (p. 232).
- \_\_\_\_\_ Attach an approximate time to each aspect of the order of service (p. 233).
- \_\_\_\_\_ Use special music, drama, or other media during every service as desired (p. 233).
- \_\_\_\_\_ Recruit and train ushers (p. 233).
- \_\_\_\_\_ Ushers collect welcome cards at each service (p. 233).
- \_\_\_\_\_ Ushers give new guests a visitors brochure during the services (p. 234).
- \_\_\_\_\_ Give people an opportunity to give and explain giving as worship (p. 234).
- \_\_\_\_\_ Ushers collect offering during the services (p. 235).
- \_\_\_\_\_ Recruit and train greeters (p. 235).
- \_\_\_\_\_ Greeters staff the information table and welcome table (p. 235).
- \_\_\_\_\_ Print an attractive and informative bulletin for each service (p. 235).

**Date  
Completed**

\_\_\_\_\_ Arrange for a professional photographer at the birth celebration/launch (p. 236).

\_\_\_\_\_ Two weeks before the first public celebration/launch, have a practice celebration/launch (p. 236).

\_\_\_\_\_ \_\_\_\_\_

**CHILDREN**

\_\_\_\_\_ Give your children's ministry a fun name (p. 238).

\_\_\_\_\_ Recruit workers for your children's ministry (p. 238).

\_\_\_\_\_ Establish a policy for background checks for children and nursery workers.

\_\_\_\_\_ Establish simple written policies for nursery workers and parents (p. 238).

\_\_\_\_\_ Adopt a practice by which all babies and their belongings are signed in and out by the same person (p. 238).

\_\_\_\_\_ Nursery leader recruits and trains nursery workers (p. 239).

\_\_\_\_\_ Select the appropriate room for the nursery (p. 239).

\_\_\_\_\_ Obtain all the necessities to outfit an excellent nursery (p. 239).

\_\_\_\_\_ Help children in the nursery to have fun and learn about Jesus (p. 239).

\_\_\_\_\_ Make sure that nursery and children's workers are in their rooms at least fifteen minutes before the service (p. 239).

\_\_\_\_\_ Make signs for the nursery and the children's ministry (p. 240).

\_\_\_\_\_ \_\_\_\_\_

**CHURCH PLANTER/ PASTOR**

\_\_\_\_\_ The church planter/pastor should be positive and enthusiastic during the celebration/launch (p. 240). Seek to personally meet all in attendance.

**Date  
Completed**

\_\_\_\_\_ Be prepared and ready with a message of hope and new life that all attendees will understand.

\_\_\_\_\_ Do what you can to help and let the team take on the responsibilities (p. 240). Remember that you are one part of God's church planting team.

\_\_\_\_\_ \_\_\_\_\_

*End of Development Stage*

# Growth to Maturity Stage

## Year 5

### The Church to the World

**Date  
Completed**

#### **PRAAYER**

\_\_\_\_\_ Get away to personally pray and fast concerning God’s ongoing vision for the mission church (p. 243).

\_\_\_\_\_ Communicate all prayer needs for the development stage to the leadership, the church, and the prayer team (p. 243).

\_\_\_\_\_ Encourage people to pray before and/or during the weekly services and continue the prayer strategy (p. 243).

\_\_\_\_\_

#### **VISION AND PLANNING**

\_\_\_\_\_ Measure the size and financial strength of the mission church during the first two months after the celebration/launch (p. 244).

\_\_\_\_\_ Have a leadership retreat to pray and plan for the continued growth of the mission church (p. 244).

\_\_\_\_\_ Work to get process #1 and process #2 functioning effectively (p. 244).

\_\_\_\_\_ Evaluate one principle of the mission church’s climate for growth each month with the TLT, A-Team, and key leaders (p. 245).

\_\_\_\_\_ Continue to present the vision for the mission church (p. 245).

\_\_\_\_\_ Plan your preaching schedule at least three months in advance (p. 246).

\_\_\_\_\_

#### **LEADERSHIP**

\_\_\_\_\_ Look for potential leaders in the one-to-one discipleship ministry (p. 246).

\_\_\_\_\_ Look for potential leaders in the small group ministry (p. 247).

**Date  
Completed**

- \_\_\_\_\_ Identify elders and deacons.
- \_\_\_\_\_ Begin formal training of elders and deacons.
- \_\_\_\_\_ Consider the Ministry Placement Leader (MPL) structure (p. 247).
- \_\_\_\_\_

**OUTREACH**

- \_\_\_\_\_ Determine what outreach strategies were most productive in reaching people for the Celebration/Launch (p. 247).
- \_\_\_\_\_ Proceed with ongoing outreach (p. 248).
- \_\_\_\_\_ Plan at least two more “Big Day” outreach events in the next twelve months (p. 248).
- \_\_\_\_\_ Get to know local funeral directors and other gatekeepers (p. 248).
- \_\_\_\_\_ Update the church brochure and other materials as necessary (p. 248).
- \_\_\_\_\_ Seek a need in the target community and a way to assist in meeting that need.
- \_\_\_\_\_ Plan two ongoing service projects for the community.
- \_\_\_\_\_

**ADMINISTRATION**

- \_\_\_\_\_ Get secretarial help as needed (p. 248).
- \_\_\_\_\_ Review administrative structure and make changes as necessary.
- \_\_\_\_\_

**FINANCE**

- \_\_\_\_\_ Adjust the budget as needed (p. 249).
- \_\_\_\_\_ Create a program to receipt donors to the church (p. 249).

**Date  
Completed**

- \_\_\_\_\_ Carefully administrate a benevolence fund (p. 249).
- \_\_\_\_\_ Do an internal audit (p. 250).
- \_\_\_\_\_ Develop, with the TLT and A-Team, a plan and timeline for becoming self-supporting—being financially able to call a full-time pastor.

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**FACILITIES**

- \_\_\_\_\_ Show your appreciation to those who administrate the rented facility (p. 250).
- \_\_\_\_\_ Have an ongoing evaluation of the facilities and make changes as needed.
- \_\_\_\_\_ If the use of the facilities is limited, consider a search for full-time facilities.

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**CELEBRATION/WORSHIP SERVICES**

- \_\_\_\_\_ Strive for a high-quality music ministry (p. 250).
- \_\_\_\_\_ Preach and teach so that you communicate well to the unchurched as well as the church (p. 250).
- \_\_\_\_\_ Work on smooth transitions in the celebration/worship services (p. 251).
- \_\_\_\_\_ Celebrate the Lord’s Supper and baptisms regularly (p. 251).
- \_\_\_\_\_ Present the announcements during the celebration/worship services as opportunities (p. 251).
- \_\_\_\_\_ Plan special music, drama, and media in advance (p. 251).
- \_\_\_\_\_ Plan special testimonies in advance (p. 252).

**Date  
Completed**

**CHILDREN**

- \_\_\_\_\_ Care for the children’s ministry workers (p. 252).
- \_\_\_\_\_ Start additional classes as you train more leadership in the children’s ministry (p. 252).
- \_\_\_\_\_

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**FOLLOW-UP AND EVANGELISM**

- \_\_\_\_\_ Take the initiative in follow-up and evangelism (p. 252).
- \_\_\_\_\_ Determine the style and method of follow-up and evangelism (p. 253).
- \_\_\_\_\_ Set a follow-up and evangelism goal with your leaders and A-Team and communicate this goal to the flock (p. 253).
- \_\_\_\_\_ Send all first-time guests a note during the first week following their visit (p. 253).
- \_\_\_\_\_ Add all guest’s names, addresses, and phone numbers to your contact lists (p. 253).
- \_\_\_\_\_ Start a pre-evangelism ministry (p. 254).
- \_\_\_\_\_ Host a monthly Pastor’s Dessert (p. 254).
- \_\_\_\_\_ Recruit a small team of follow-up callers (p. 254).
- \_\_\_\_\_ Train the team to effectively follow-up with guests and lead them to Christ (p. 254).
- \_\_\_\_\_ Make appointments by telephone with receptive guests or do cold-calling (p. 255).
- \_\_\_\_\_ Pray for the guests before you leave for appointments (p. 256).
- \_\_\_\_\_ During appointments, follow-up teams listen and discern the guests’ needs (p. 256).
- \_\_\_\_\_ Follow-up team members gather at the close of the evening to report the results of their appointments (p. 257).

**Date  
Completed**

\_\_\_\_\_ Follow-up team members help to integrate guests into the church (p. 257).

\_\_\_\_\_ Follow-up team members are available after the celebration service to talk to people about Christ (p. 257).

\_\_\_\_\_ The church planter/pastor continues to get to know new people (p. 257).

\_\_\_\_\_

**DISCIPLING AND ASSIMILATION**

\_\_\_\_\_ Continue expanding the network of small groups (p. 257).

\_\_\_\_\_ Keep your objectives in balance in the small groups (p. 258).

\_\_\_\_\_ Create an atmosphere in which each group is characterized by love, acceptance, and forgiveness (p. 258).

\_\_\_\_\_ Meet regularly with the small group leaders (p. 259).

\_\_\_\_\_ Continue to reproduce disciples through one-to-one discipleship (p. 259).

\_\_\_\_\_ Continue a new believer's group and start a member orientation class (p. 259).

\_\_\_\_\_ Repetitively communicate that the church must be welcoming to new people (p. 259).

\_\_\_\_\_

**CHURCH REPRODUCTION**

\_\_\_\_\_ Begin giving to another church planting mission (p. 260).

\_\_\_\_\_ Begin praying about reproducing another church plant in a needy nearby target area.

\_\_\_\_\_

**Date  
Completed**

**CHURCH PLANTER/PASTOR**

_____	Refer those you are counseling after three sessions (p. 260).
_____	Never counsel alone with a woman (p. 260).
_____	Begin preparing the church for reception into BFC Conference.
_____	_____

*End of Growth to Maturity Stage*

**Graduation Stage**  
**Year 6 (6 months – 1 year)**  
**The Church to the Bible Fellowship Church**

**Date  
Completed**

**PRAYER**

\_\_\_\_\_ Get away to personally pray and fast concerning the preparation for the church to be graduated from Church Extension and be on its own.

\_\_\_\_\_ Communicate all prayer needs for graduation to the leadership, the church, and the prayer team.

\_\_\_\_\_ Encourage people to pray for the church to be self-supporting, have elders recognized, and have a core of at least 20 adult committed participants.

\_\_\_\_\_ \_\_\_\_\_

**Note: The following material is not found in the DCPI Church Planting Handbook. Please refer to the *Graduation Prep Manual*, available through Church Extension Ministries.**

**SELF-SUPPORTING ASSESSMENT**

\_\_\_\_\_ Meet with the director and determine the mission church's ability to call and financially support a pastor in either a full-time or bi-vocational ministry.

**COMMITTED PARTICIPANT ASSESSMENT**

\_\_\_\_\_ Follow the guidelines found in the *Graduation Prep Manual*.

**ELDERS ASSESSMENT**

\_\_\_\_\_ Follow the guidelines found in the *Graduation Prep Manual*.

**PETITION THE BOARD OF CHURCH EXTENSION**

\_\_\_\_\_ The church planter, TLT, and elder designees, in coordination with the director of Church Extension, will petition the Board of Church Extension

to recommend to the BFC Conference the mission church's reception as a particular church in the BFC Conference.

### **FOLLOW-UP PROCEDURES**

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Note follow-up procedures as outlined in *Graduation Prep Manual*: establish membership role, appoint elders and delegate, reception at BFC Conference, set date for chartering service, call a pastor, install the pastor.

### **ORGANIZATION**

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The pastor and elders will hold an initial organizational meeting to begin the minutes for the new church, approve a budget and begin discussions on the vision for the church.

### **THE CHURCH PLANTER**

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The church planter, if not called to be pastor of the new church, will be asked to discuss, with the director of Church Extension, the possibilities for another church planting assignment.

## Addendum

### Financial Support Schedule - from Church Extension

(These figures may need to be adjusted accordingly.)

#### **Year One Start-up Support – 100%**

Church planter salary package	\$	55,000.00
Ministry expenses		10,000.00
Facility usage expenses		12,000.00
Staff expenses		10,000.00

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Total	\$	87,000.00
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#### **Year Two Support – 90 % / Mission Church – 10%**

Church planter salary package	\$	49,500.00
Ministry expenses		9,000.00
Facility usage expenses		10,800.00
Staff expenses		9,000.00

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Total	\$	78,300.00
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#### **Year Three Support – 70 % / Mission Church – 30%**

Church planter salary package	\$	38,500.00
Ministry expenses		7,000.00
Facility usage expenses		8,400.00
Staff expenses		7,000.00

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Total	\$	60,900.00
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#### **Year Four Support – 40 % / Mission Church – 60%**

Church planter salary package	\$	22,000.00
Ministry expenses		4,000.00
Facility usage expenses		4,800.00
Staff expenses		4,000.00

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Total	\$	34,800.00
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**Year Five Support – 20 % / Mission Church – 80%**

Church planter salary package	\$	11,000.00
Ministry expenses		2,000.00
Facility usage expenses		2,400.00
Staff expenses		2,000.00

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Total	\$	17,400.00
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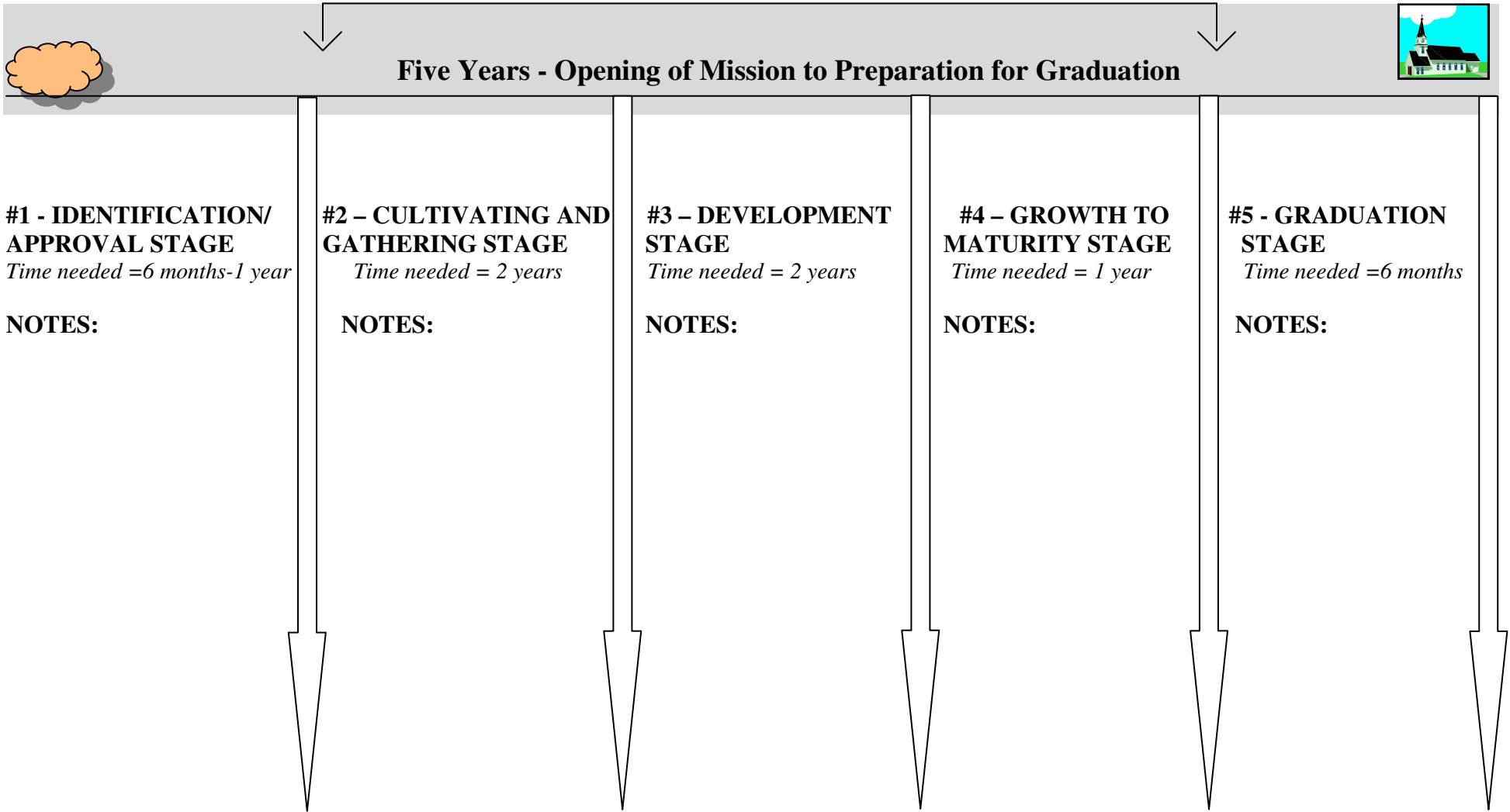
**Year Six – Graduation year – 0% / Mission Church – 100%**

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**Notes:**

- 1. The church planter will need to raise 100% of his support before taking his assignment in his target area.**
- 2. The mission church will need to begin supporting the church planter and ministry expenses beginning in year two and each following year according to the percentages outlined.**
- 3. Ministry, facility usage, and staff expenses will be taken from the undesignated money of the general fund.**
- 4. This is a projection and Church Extension will remain open to discussing adjustments in the event this schedule cannot be maintained.**

**Five Year Timeline for Church Planting in the BFC**



*Note:*  
1. All stages are explained and outlined in the BFC Church Planting Guide in combination with The DCPI Church Planter’s Handbook.  
2. Exceptions to this Timeline may be in the case of an Ethnic or Urban church plant where certain stages will need to be extended.  
(Revised October 2005)