

*Orientation Assistance for  
New Church Planters in the  
Bible Fellowship Church*

## ***ORIENTATION TO CHURCH EXTENSION MINISTRIES***

1. At the time you are called/hired to be a church planter in the Bible Fellowship Church (BFC), you will need to contact the Church Extension (CE) office and make payroll arrangements with the administrative assistant. Salaries are paid either monthly or every two weeks. Arrangements for allowances and any other necessary salary items must be made before the first salary check is issued. Any salary check lost or stolen will be reissued at the cost of the planter.
2. The raising of support is essential. You should **seek to raise 100%** of your needed support before leaving for your field. This is not the sole responsibility of the church planter. Church Extension and the CE director will assist in raising your support and the start-up costs of opening the mission church. You will need to begin immediately to seek ways of raising support. The administrative assistant will assist you in the production of mailing lists and donor solicitation letters, etc. You will need to contact churches in the BFC or outside the BFC and ask for permission to come and share your vision and seek their support (go with a planned presentation). The director will assist you with tools, contacts, and encouragement.
3. You will need to familiarize yourself with the *Stages of Planting a Bible Fellowship Church* as outlined in the *BFC Church Planting Guide - Five-Year Plan* and the manual and guide we use as developed from the *DCPI Church Planter's Handbook*. These guides and manuals will be your checklist for developing your church plant. The stages outlined will help guide you and your team through the planting of the church and what you will be accountable to as the progress of the plant is reviewed. The five-year plan will give you an understanding of the time and money Church Extension has approved for the development of the mission church and its graduation. Finally you will need to keep a *BFC Faith and Order* and a current *BFC Yearbook* on hand to answer questions and assist you with conforming to the BFC. You will need to take your people through the *Faith & Order* and especially instruct your leadership regarding the Faith & Order.
4. You will meet monthly, when possible, with the CE director and/or the assistant director as arranged with them.
5. Monthly reports need to be submitted to the director and the CE office on the **10<sup>th</sup> of the month** for the preceding month. These reports should be sent via e-mail ([office@churchplantingbfc.org](mailto:office@churchplantingbfc.org) / [davgun@dejazzd.com](mailto:davgun@dejazzd.com)) on the form provided by the CE office. These reports are a very valuable tool. They keep the BFC churches and many others informed about the needs and progress of the church plant. They also allow the director to monitor the progress of the mission and keep the Board of Church Extension (BOCE) informed of the news from the missions churches and churches in Church Extension.

6. You will need to set a date for the first meeting of the *Transitional Leadership Team (TLT)* within two months of your hiring, and notify the TLT with a prepared agenda. The first meeting will be an organizational meeting. The following is an example of an agenda for the first TLT meeting:
  - Devotions
  - Prayer
  - Roll call and introductions
  - Election of a secretary (this person will begin the minutes and keep a *Minute Book*, as well as circulate the minutes to the elders.
  - Review of the goals and objectives of the mission church
  - Review of the history and progress of the mission church
  - Review of the preliminary budget in order to approve and adopt the budget.
  - Review of the “*Organizational Stages of Planting a Bible Fellowship Church*” booklet.
  - Schedule future meetings
  - Questions
  - Items for approval
  - Prayer
  - Adjournment
  
7. You have been called to be a church planter, not primarily a pastor. Although there is some overlap, your primary duty is to utilize your gifts and competencies to reach the lost with the Gospel. An ongoing networking/evangelistic contact in your target community and gathering people to worship the Lord is your priority in church planting. It should be clear to your leaders and the people of the mission church that your role is to plant the church and then, Lord willing, to move on and plant other churches.
  
8. Prayer is the essential element of church planting. You will be asked to produce a prayer/partner mailing list” (friends, supporters, pastors, elders, missions committees from supporting churches). The CE administrative assistant will give you a schedule for submission of your prayer letters (two per year). She will then have the letters printed and mailed to your list. Your responsibility is to produce the draft of your prayer letter, have it submitted on time, and the office will do the rest.
  
9. Timely communication between you and the CE director and/or assistant director is essential. The directors keep a very busy schedule and depend upon your cooperation in keeping them informed of prayer needs, praises for what God is doing in the mission, upcoming events, struggles, concerns, and suggestions. This allows the directors to seek ways to best assist you, keep the BOCE members informed, and be responsible to the BFC. Communication between you and your supporting partners, especially those churches who support you and the mission church, is vital. Such things as thank you notes and personal letters allow the supporters to pray more specifically and feel involved in the work

10. The administrative assistant is very important to the mission of Church Extension. The assistant will be available to answer questions and assist you in a number of Areas; but the assistant's primary duties are to handle the administrative functions of Church Extension and the tasks delegated by the director. It would be advisable that as soon as possible you establish your Administrative Committee Team (A-Team) to handle the administrative needs of the mission church and assist in carrying out your vision.
11. You will find it helpful to know some specific expectations the BOCE and the directors have in relationship to you as a BFC church planter:
- We expect you to focus on your target community, making significant contacts, doing the work of an evangelist, and inviting people to the fellowship at the church. Jim Griffith, from Griffith Coaching, states, “...*a church planter must make 1,000 contacts in his first three (3) years, if he wants to plant the church.*”
  - We expect you to be the leader of a team (see the *TEAM Structure Booklet*) at the mission church. As leader you will need to be, as one Christian leader said, “...*more committed than the most committed lay person in your ministry.*” You will need to lead in holiness of life, prayer and devotional commitment, Bible study, servanthood, evangelism, giving of tithes, time, energy and enthusiasm.
  - We expect you to plant a BFC church. You need to practice preaching and teaching that is based on the doctrinal distinctives of the BFC. You need to assimilate your people into the events and life of the BFC and educate your people in the understanding of the BFC *Articles of Faith* and the *Biblical Principles for Living*.
  - We expect you to keep on learning about church planting, taking advantage of such things as: books written on church planting, attendance at training seminars and forums, learning from websites that are focused on church planting:
    - Church Multiplication Training Center - [www.CMTCmultiply.org](http://www.CMTCmultiply.org)
    - Griffith Coaching - [jim@griffithcoaching.com](mailto:jim@griffithcoaching.com)
    - Church Smart - [churchsmart@compuserve.com](mailto:churchsmart@compuserve.com)
    - DCPI (Dynamic Church Planting International) - [www.dcp.org](http://www.dcp.org)
    - Mustard Seed Studio – [www.mustardseedstudio.com](http://www.mustardseedstudio.com)
    - Outreach Marketing - [www.growyourchurch.com](http://www.growyourchurch.com)
    - [www.churchplantingvillage.net](http://www.churchplantingvillage.net)
    - [www.passionforplanting.com](http://www.passionforplanting.com)
    - [www.church-planting-solutions.com](http://www.church-planting-solutions.com)
    - [www.churchplanting4me.com](http://www.churchplanting4me.com)
    - [www.acts29network.org](http://www.acts29network.org)
  - We expect you to be open with your joys and praises as well as concerns, needs and struggles. You can expect the directors and BOCE to be a strong support team who will be encouraging, caring, and exercise discretion. We are all on the same team with the same goal, to honor our Lord by means of reaching people with the Gospel and making disciples through church planting.

- We expect you to take advantage of the fellowship times offered to pastors and church planters in the BFC, i.e. Ministerial Convention, BFC Conference, and other denominational gatherings. It will prove to be valuable for you to meet with other pastors and church planters in your region. These times of regional involvement for prayer and sharing will help you feel a part of the BFC and add a collegial dimension to your ministry.

You will meet once a year with the Personnel Committee from the BOCE.

An *Annual Report Booklet* will be sent to you and you will be asked to prepare your Annual Report for the meeting. It will include your yearly statistics, an evaluation of the mission church's goals and objectives for the year, along with an approved listing (approved by your A-Team and Transitional Leadership Team) of the mission church's goals and objectives for the new year. At this meeting the personnel committee will spend time with you, evaluating how the mission church is developing according to the Five-Year Plan. From this meeting the personnel committee will make recommendations to the BOCE and then the committee will pass on their recommendations to you and your TLT.

## **CONCLUSION**

You are a very vital individual for the furtherance of the Kingdom and particularly the future of the Bible Fellowship Church. God has called you to step into the shoes of such men as: Peter, church planter in Jerusalem; Paul, church planter to the world; Barnabas, church-planting pioneer; Silas, Timothy, and Aquila & Priscilla, church planting associates of Paul. Like these early church planters, millions of others over the centuries have not been able to settle for anything less than being active in the witness of the Gospel and bringing people into a relationship with Christ by means of church planting.

Yours is a vital kingdom calling. Evangelism and church planting are God's means by which the lost are reached and brought into fellowship with other Christians for the purpose of worshipping and glorifying God.

Informational booklets from Church Extension, like this orientation guide, will help you adjust to your calling in Church Extension. Your meetings with the directors and BOCE will also guide and assist you. Attendance at forums and seminars, reading, and keeping informed about church planting will be of great assistance. But no matter how many manuals are produced, seminars and meetings are held, or books read, your ultimate and final guide and counsel will come from God through the Holy Spirit and the Word. The Spirit and the Word are where you will gain the divine counsel and direction necessary to plant a church.

We are a church planting team and our captain is the Lord Jesus Christ. May what we strategize and accomplish in Church Extension and your particular church plant, always bring honor and glory to Jesus and further His Kingdom.

***Acts 13:4,5 "So, being sent out (church planters Paul and Barnabas) by the Holy Spirit, they went...and... began to proclaim the Word of God..."***