

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*



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CONTENTS	PAGE
• Preamble	2
• Identification / Approval Stage	3
• The Cultivating and Gathering Stage	
Phase One	4
Phase Two	8
• The Development Stage	12
• The Growth to Maturity Stage	17
• The Graduation Stage	23
• Addendum – Financial Support Schedule	25
• Five Year Timeline	27

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 good potential 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. 196).

- _____ 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. 197).

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 Pastoral 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)
- _____ Gather together an initial core group CGLT (Core Group Launch Team) that will transition into the Administrative Team (A-Team). (See *Team Leadership Structure* booklet on the CEM web site – 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. 202).
- _____ Design and print a church brochure (p. 203).
Outreach Marketing (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).

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; to receive and deposit the offerings, sign checks, make monthly financial reports to Church Extension, using QuickBooks, and receipt donors (p. 206).

_____ Open a church checking account (p. 207).

_____ Establish financial procedures that insure accountability and integrity. 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 TLT. Begin raising funds to meet the budget through offerings at meetings, etc..

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

Cultivating/Gathering Stage

Phase Two – Years 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).
- _____

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).
- _____

**Date
Completed**

OUTREACH

- _____ Design the outreach plan to be synergistic (p. 213).
- _____ 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) 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 direct mail outreach into your community (p. 215).
- _____ Use telemarketing and social media with repetitive direct mail (p. 215).
- _____ Place a display ad in the most effective newspaper(s) (p. 215).

**Date
Completed**

- _____ Saturate the community with flyers and posters (p. 216).
 - _____ Use the radio and e-mail to reach your community (p. 216).
 - _____ Try television to broadcast your message (p. 216).
 - _____ Combine telemarketing and social media to project your image (p. 217).
 - _____ Place a display ad in the business section of the telephone directory (p. 217).
 - _____ Keep your website attractive and informative.
 - _____
-

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. 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).
 - _____
-

**Date
Completed**

FACILITIES

_____ Secure the celebration (launch) meeting place (p. 219).

_____ _____
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

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

CHILDREN

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

_____ _____

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.

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).

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).

FINANCE

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

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. 232).
- _____ 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 audio 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. 234).
- _____ 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. 236).

**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; however, 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**

PRAYER

_____ 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. 246).

_____ 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.

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 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.

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.

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).

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 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 Committed Participant 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. See
“Graduation Prep Manual” on Church Extension website.

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

Upon satisfactory completion of the Assessments, 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

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

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

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

Example of the Financial Support Schedule - from Church Extension

(These figures may need to be adjusted accordingly.)

Year One Start-up Support – 100%

Church planter salary package	\$	70,000
Ministry expenses		10,000
Facility usage expenses		12,000
Staff expenses		10,000
Total	\$	102,000

Year Two Support – 80 % / Mission Church – 20%

Church planter salary package	\$	56,000
Ministry expenses		8,000
Facility usage expenses		9,600
Staff expenses		8,000
Total	\$	81,600

Year Three Support – 60 % / Mission Church – 40%

Church planter salary package	\$	42,000
Ministry expenses		6,000
Facility usage expenses		7,200
Staff expenses		6,000
Total	\$	61,200

Year Four Support – 30 % / Mission Church – 70%

Church planter salary package	\$	21,000
Ministry expenses		3,000
Facility usage expenses		3,600
Staff expenses		3,000
Total	\$	30,600

Year Five Support – 20 % / Mission Church – 80%

Church planter salary package	\$	14,000
Ministry expenses		2,000
Facility usage expenses		2,400
Staff expenses		2,000
Total	\$	20,400

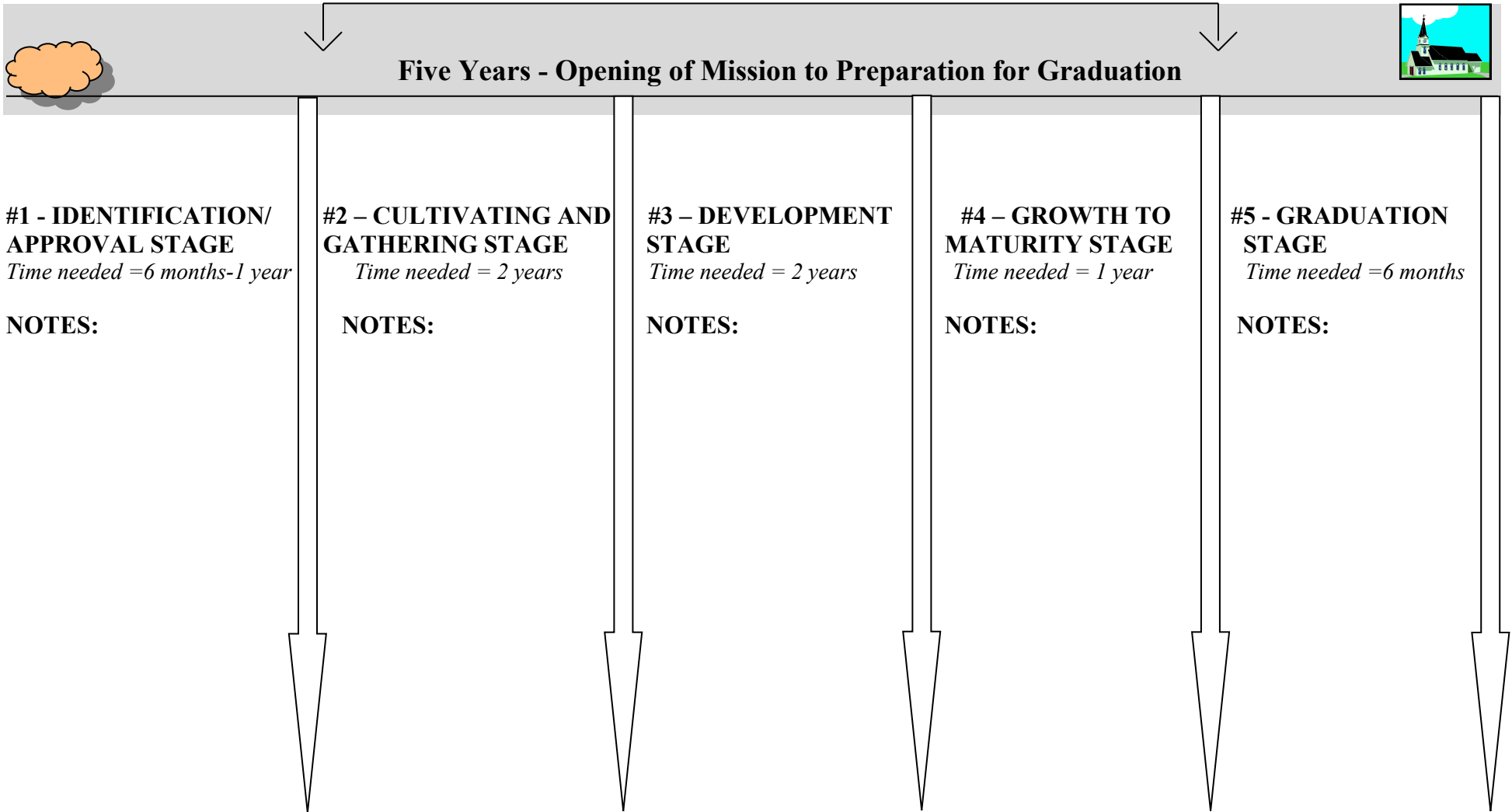
Year Six – Graduation year – 0% / Mission Church – 100%

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)