



# Strategic

CHURCH SOLUTIONS

*Your Partner in Ministry*

---

---

## **Planting Churches Handbook** **(for New Works Receiving SCS Funding)** **Revised May 2021**

---

---

***Travis Bundrick, Director: SCS***  
**www.wbatexas.org**  
**512-930-0965**

 **Contents:**

<i>Introduction</i>	<b>3</b>
<i>Overview</i>	<b>4</b>
<i>Getting to Know Our Ministry</i>	<b>5-7</b>
<i>Five Phase Process</i>	<b>8</b>
<i>Identification Phase</i>	<b>9-10</b>
<i>Preparation Phase</i>	<b>11</b>
<i>Connection Phase</i>	<b>12-14</b>
<i>Evaluation Phase</i>	<b>15</b>
<i>Incorporation Phase</i>	<b>16</b>
<i>Appendices:</i>	<b>17</b>
<i>A – Required Strategic Church Solutions Strategy Form.....</i>	<b>18</b>
<i>B – Required Annual Budget Form.....</i>	<b>19</b>
<i>C – Examples of Trimester Status Reports.....</i>	<b>20-27</b>
<i>D – Example of Church Monthly Report .....</i>	<b>28-30</b>
<i>E – Required SCS Monthly Report Form.....</i>	<b>31</b>
<i>F – Required Covenant.....</i>	<b>32-34</b>
<i>G – Example Final Checklist.....</i>	<b>35</b>



## Introduction

I am very pleased that you are taking the time to read through this handbook because it means that, to some degree, you are exploring being involved with a new church start! So, whether you are a possible church planter, sponsor church, pastor or benefactor....welcome!

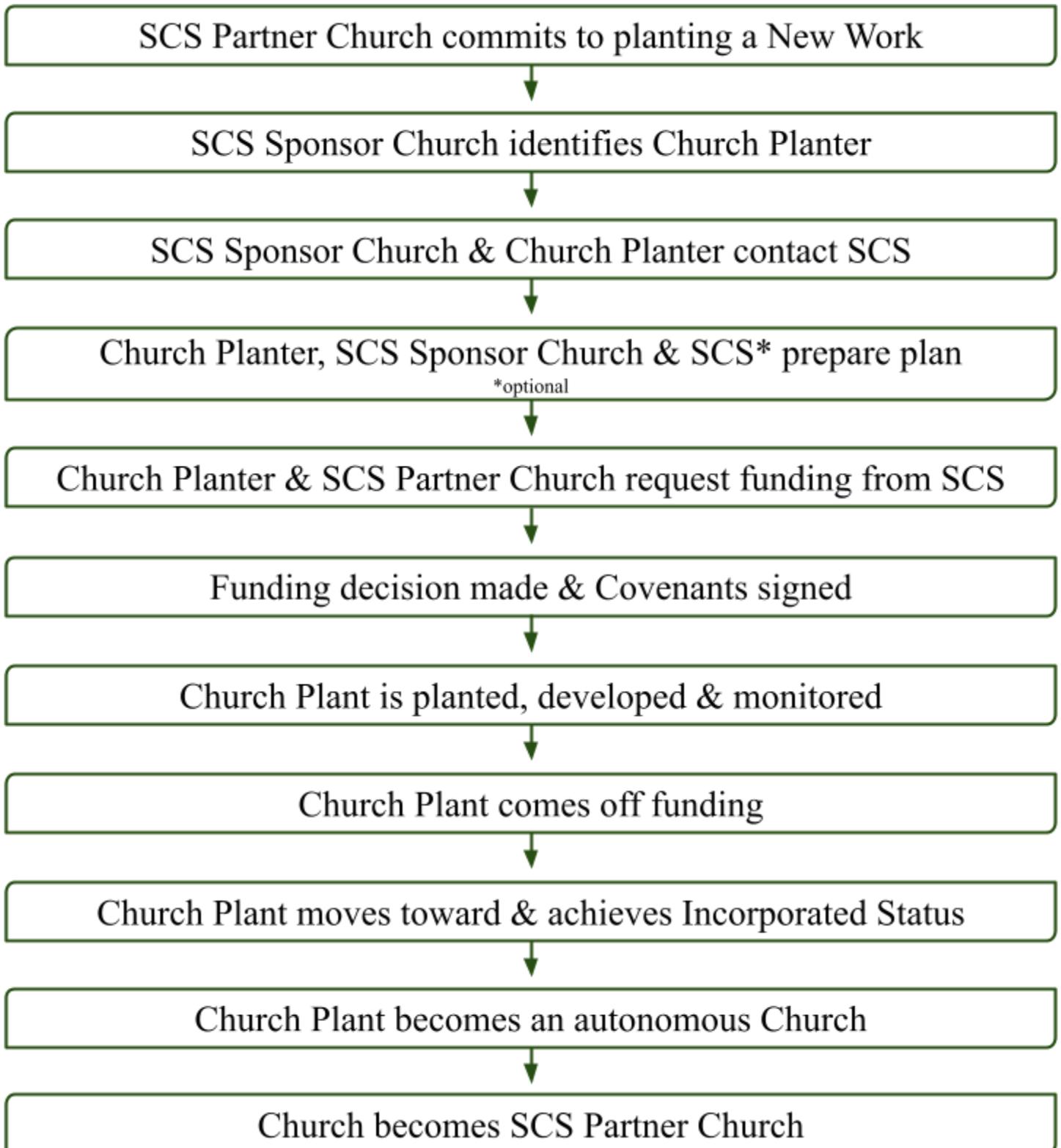
*Please note:*

This handbook is designed for SCS Sponsor Churches and their Church Planter desiring to plant a new church AND who desire partial funding from SCS. This is only one avenue of planting churches. Many other ways that do not require partial, short term (1-3 years), funding from SCS are encouraged as well, but in such cases, the information in this handbook does **not** apply.

The Executive Leadership Team reserves the right to change any aspect, guideline, requirement or policy within this handbook at any time as well as add or change other practices and policies related to church plants under funding or requesting funding if it deems necessary for any reason. Reminder-The New Work Team makes decisions regarding the amount and duration of funding, not policy, in accordance with this handbook and/or input from the Executive Leadership Team.

Please contact SCS for more information regarding planting a church that does **not require funding** from SCS in order to find out ways SCS can assist in such an endeavor.

## Overview





## Getting to Know Our Ministry



### Purpose

To be a Christ centered network committed to the Glory of God, Leadership of the Holy Spirit and Work of Jesus Christ.

### Mission

**Your Partner in Ministry**

### Vision

Vibrant Churches with Healthy Servant Leaders Impacting the World for Jesus Christ.

### Core Beliefs

#### *God*

There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

#### *God the Father*

God as Father reigns with loving providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace.

#### *God the Son*

Christ is the only eternal Son of God, fully divine. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. He honored the divine law by His personal obedience and sinless life. In His substitutionary death on the cross, He made provision for the redemption of humanity from sin. He arose from the dead, ascended to the right hand of the Father and is coming again.

### *God the Holy Spirit*

The Holy Spirit is the Spirit of God, fully divine. He exalts Christ. He convicts humanity of sin, of righteousness and of judgment. He enlightens, enables and empowers the believer and the church in transformation, worship, evangelism, and service.

### *The Scriptures*

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to humanity. It is a perfect treasure of divine instruction. The criterion by which the Bible is to be interpreted is Jesus Christ. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter.

### *Man and Woman*

Man and Woman is the special creation of God, in His own image. He created them male and female as the crowning work of His creation. However, humanity sinned and lives in a fallen state. As a result, they are separated from God and need spiritual salvation.

### *Salvation*

Salvation involves the redemption of the whole person, and is offered freely to all who repent of their sin and place their faith in Jesus Christ as Lord and Saviour, by grace through faith and not good works. Heaven (with God) and Hell (Separation from God) are eternal destinations. By His own blood sacrifice on the cross and resurrection, Jesus Christ obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification.

### *The Church*

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel. In addition, the universal Church is the body of Christ, made up of all believers in Jesus Christ from all ages.

### *Marriage*

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Marriage is a picture of the relationship between Jesus Christ, the Groom, with His Bride, the Church. God designed sexual intimacy exclusively for a marriage relationship between a man and a woman, and Scripture does not condone it in any other context.

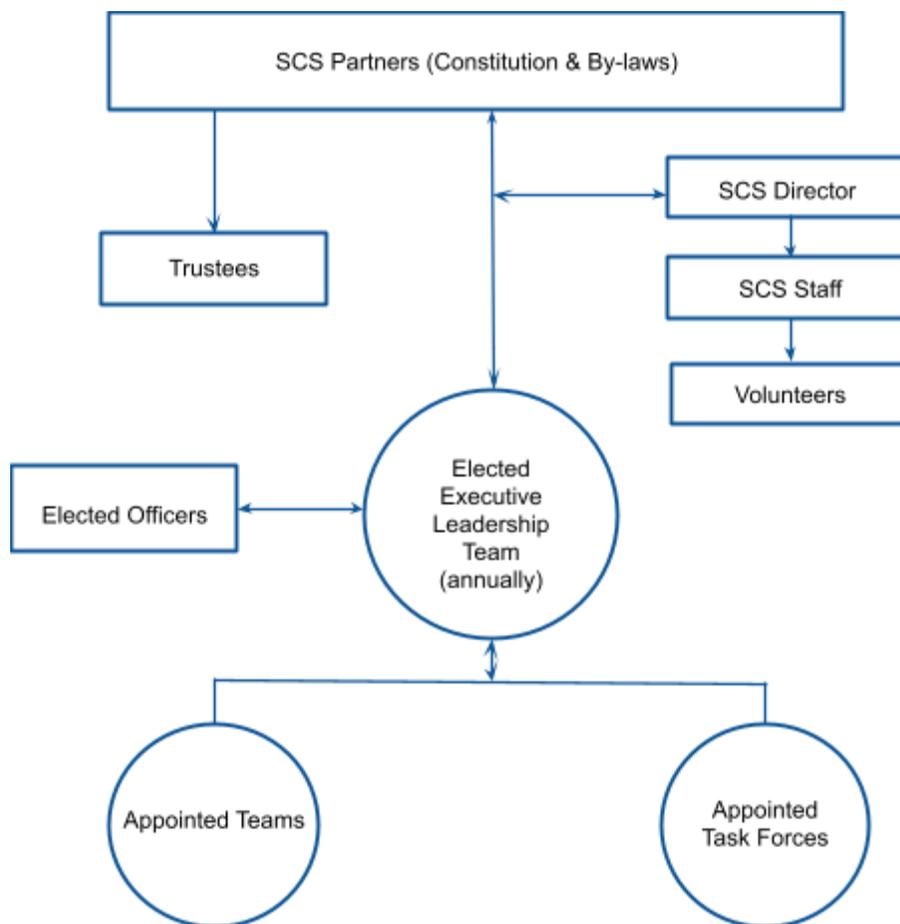
### *Sanctity of Human Life*

All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally-challenged, and every other stage or condition from conception through natural death. We are, therefore, called to defend, protect, and value all human life.

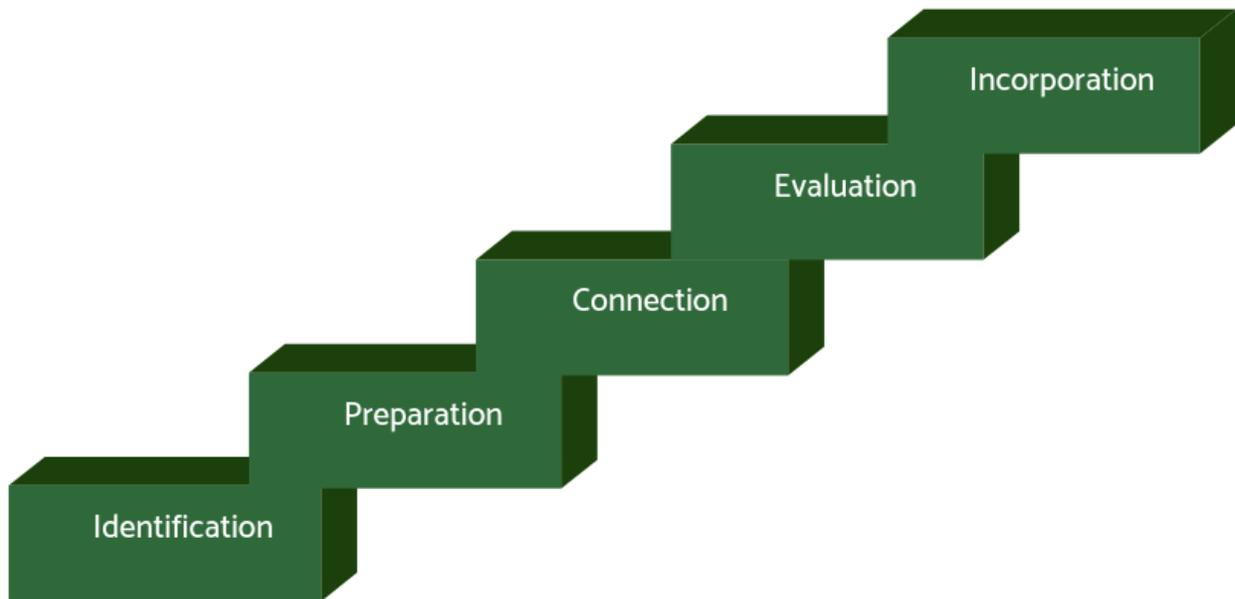
## Core Values

1. Collaborative Community
2. Diversity
3. Innovative Thinking
4. Servant Leadership

## Organizational Structure



# Five Phase Process



## Identification Phase

### *Church Planters and/or Church Sponsors*

- A. **Identify:** During this phase, an SCS Sponsor Church commits to plant a new work and seeks a high-potential church planter. This connection usually comes from the initiative of the SCS Lead Sponsor Church, but may come from a potential church planter contacting a potential Sponsor Church themselves.
- B. **Connect:** Once identified, the potential church planter and sponsor church designee will be introduced to Strategic Church Solutions' philosophy, policies, expectations and phases for new works.
- C. **Assess:** Once the connection is made and after an initial conversation(s) between the Sponsor Church, the Church Planter and SCS are completed, the potential church planter must be assessed.

Each potential church planter will be required to participate in an assessment process approved by Strategic Church Solutions and the Sponsor Church.

### *Missiology*

Strategic Church Solutions is on-mission for the Great Commission. We desire to advance the Kingdom of God in Central Texas and around the world. We want to see individual, church, and community transformation for the glory of God! We believe God has called us to assist local churches that desire to plant more churches to reach our world with the good news of Jesus.

### *Opportunities*

There is a vast array of opportunities to start churches in central Texas. We have a cross-section of socio-economic and ethnic groups including a substantial Hispanic, African American and Asian population. We want to see new churches that reach every demographic segment of central Texas. Suggestions regarding location of a church plant may be made by SCS, if requested. Otherwise, it is up to the Sponsor Church and Church Planter to decide the type, model, name and location of the new church plant.

### *Philosophy*

**Churches start churches.** Strategic Church Solutions does not start churches independently of other churches. SCS only assists existing partner churches that desire to start a church. Every new church plant must have a Primary Lead SCS sponsoring church. The new church plant is basically a ministry and legal entity of the SCS Partner Church until it constitutes as an autonomous church. **The Sponsor Church is the primary, driving force behind the church plant throughout the process.** Most doctrinal issues concerning the church planter's qualifications, background, strategy, doctrine, methodology, theology or structure are resolved with the sponsoring church.

*Property of Strategic Church Solutions, do not distribute without permission.*

Strategic Church Solutions comes alongside the primary lead sponsor church and church planter to assist them in achieving their mission. This usually is done through such things as coaching, training, consulting, partial funding and resourcing. Once again, SCS does not start churches but rather assists existing SCS partner churches, if requested, to accomplish this Kingdom work.

### *Methodology*

Strategic Church Solutions has no “one” pre-determined method or model for a new work. We realize that God uses all types of personalities, styles, models and churches to reach all types of people. Strategic Church Solutions is open to any method that is biblical, ethical and Christ centered. It is up to the Sponsor SCS Church and its planter to determine most doctrine and methodology. (However, these aspects, beliefs and practices of the church plant along with any other information regarding the church plant, planter or sponsor church deemed relevant, may be used by the New Work Team in making their decision regarding funding.) Partner Churches and their Planters must affirm the mission, vision, core values and core belief statements of SCS.

D. **Recruit:** Once “A, B, and C” are completed and if the Sponsor Church, Church Planter and SCS are in agreement, the potential new church Plant will be considered a new work seeking funding from SCS.

Recruitment occurs after the assessment and is contingent upon:

- Results from the assessment and desire of the SCS sponsor church, Planter and SCS
- Agreement with Strategic Church Solutions’ philosophy, handbook and covenant
- Other relevant information as deemed necessary by the parties involved (Sponsor, Planter or SCS entities)

Recruitment does not guarantee funding. However, it does provide for an individual to be placed on the Strategic Church Solutions potential church planter list and will receive an invitation to the next New Work Funding meeting for funding consideration.

## Preparation Phase

During this phase, the potential church planter will prepare for the funding meeting. This preparation will include completing certain documents. It is strongly recommended that the Church Planter complete the documents with the assistance of the SCS Sponsor Church designee.

### ***Documentation:***

The following items must be complete and in writing before moving forward to the next phase:

- The ***mission, vision, core values*** and ***basic strategy*** for the new work (Appendix A-New Work Strategy Form)
- A proposed ***annual budget*** for the new work (Appendix B-New Work Annual Budget Form)

SCS desires for the Church Planter to be successful and “put his best foot forward” at the annual funding meeting. Therefore, each planter may, at no cost, request the assistance of any SCS personnel during this phase as long as the Sponsor church is in agreement.

There is no time limit for this phase. Once these documents have been completed satisfactorily, the potential church planter will submit these documents to their Sponsor Church and SCS for review prior to moving to the next phase.

### ***Other Documentation:***

SCS strongly recommends other types of documents for reporting and accountability purposes be developed by the Primary Lead SCS Sponsor church, not SCS, to use with the Church Planter. Examples of forms for metrics, reports, score cards, and accountability are included in the appendix of this handbook for the Sponsor church to use if desired. (Appendix C and D)



## Connection Phase

During this phase, commitments will be asked of the church planter, sponsor church and Strategic Church Solutions.

### *Funding\**

Partner Churches contribute to the Strategic Church Solutions operating budget on a regular basis to support all the ministries of SCS. In addition to these financial gifts to SCS, the sponsoring church contributes a monthly amount to the church plant to supplement the funding for the church plant. At times state conventions and other entities have generously helped to fund new church starts as well. All funding checks from SCS will be sent to the Sponsor church, not the church planter or church plant.

Once the Identification and Preparation Phase has been completed, a date will be set for the potential church planter and the sponsor church pastor to come before the SCS New Work Team to request funding. The planter will have the opportunity to cast his vision for the new work and answer questions from the Team. The Pastor of the sponsoring church or his designee are required to attend the funding meeting.

The New Work Team will consider any and all elements connected to the sponsor church and church planter it deems necessary to make a wise decision regarding funding. (Examples could include, but are not limited to: beliefs, doctrine, SCS Budget, SCS health, The Planter and/or his family, competence, skills, timing issues, the Sponsor church, the presentation, assessments, personality, etc.) In addition, the Executive Leadership Team may be asked by the New Work Team to address any issues that may arise during the funding process. In rare cases, the ELT may ask the New Work Team to meet with them for further discussion prior to making a decision about the funding request. The Director and SCS staff do not have “a vote” per say, but may speak into any discussions of the New Work Team, ELT or other relevant groups.

\*The SCS New Work Team, not the SCS staff, will decide the amount of SCS funding, if any. This decision should be through collaboration and consensus rather than a vote. In cases that are very time sensitive where another meeting cannot occur, voting may be used if necessary. New Church Plants will be funded annually. Each Church Plant may receive funding for a maximum of 3 years, but this is not guaranteed. In most cases in order to receive funding from SCS, the new work’s primary lead church sponsor must be a partner of SCS. At times, an SCS partner church may be the secondary sponsor as opposed to the primary lead sponsor church, but only in rare cases. If approved for funding, the planter and primary lead church sponsor will agree to abide by these funding policies:

## ***Funding Policies***

The SCS staff will conduct reviews three times a year with the Church Planter and Sponsor church designee for accountability and coaching purposes. (Fall, Spring and Summer Semesters). These review meetings are not intended to “micromanage” the Planter. Final decisions regarding actions and strategies by the Church Planter and his team are left up to them and the Sponsor Church.

Renewal of funding each year will be based on competence of the Planter, budget status, attendance, progress, attitude, work ethic, input from the sponsor church, feedback from the SCS staff and coach and other sources related to the church plant.

From the moment the church plant begins to receive SCS funding, no matter its size or stage of development (prelaunch, launch or core team building)-- monthly financial support from the church plant to Strategic Church Solutions general fund is required of all new works while on funding. The total monthly support required is **2%** of receipts from the church plant’s membership/attendees offerings. (Not monies from the sponsor church, SCS or other organizations.)

Failure to give in such a manner to SCS each month will result in the holding of Strategic Church Solutions funds to the new work.

Current financial statements are required at all semester reviews including the name and contact information of the person who produced it.

Failure to abide by these policies as well as any other aspect explained in this handbook or some other reason deemed relevant by the New Work Team, whether written or not, may cause the pausing, reduction or termination of funding. In addition, should a major concern regarding the Church Plant, Sponsor Church, Church Planter or their practices arise, the ELT reserves the right to “pause” funding until the situation can be examined and an adequate solution found, if possible.

## ***Covenant***

If funding is approved, the Church Planter, Sponsor Church pastor, and Strategic Church Solutions Director will be required to sign a covenant which reflects the expectations and other relevant policies of Strategic Church Solutions. (Appendix F). Additional covenants may be required if state conventions, other church planting networks, or organizations are involved.

Should the church plant lose its Church Planter during the 5 phases of the church planting process, funding will be “paused” until the New Work Team has the opportunity to review the situation. If the New Work Team desires for funding to resume prior to a new planter being secured, they shall recommend to the ELT the rationale for such a request, including dates and amounts for resumption of funding. If the ELT approves, the funding will resume within 14 days. Should the ELT not approve the request, the Church Plant can, if they wish, request funding in some manner begin again after a Church Planter has been secured and meets with the New Work Team.

If financial funding is not approved, this doesn't necessarily equate to non-support of the church plant using other non-financial resources of SCS.

**\*Failure of the sponsor church pastor or his designee to attend the Funding Meeting and 3 semester review meetings will affect decisions related to ongoing funding.**

## Evaluation Phase

### *Training*

Training will be required for church planters, depending on the initial and ongoing assessments. In addition, other training will be required from time to time by SCS and/or the Church Sponsor.

### *Coaching*

A coach will be assigned to the Church Planter by the primary Church Sponsor or SCS, if requested. This coach may come from the following sources:

- Strategic Church Solutions approved “coach” list
- Strategic Church Solutions staff
- Sponsor church
- Other “trained/certified” coach if approved by the Sponsor Church

### *Support and Monitoring*

During this phase, the new work and the church planter will be monitored and supported through the following:

- The Church Planter and coach will meet at least once in person between each semester review meeting.
- The Church Planter will complete a *Monthly Report* form and submit to SCS after the last Sunday of every month. (Appendix E)
- The Church Planter will attend various mandatory events such as the two SCS partner wide meetings (Fall and Spring) and *The Learning Table* luncheons at no cost to the planter.
- The Church Planter and representative from the primary sponsor church will meet annually with the *New Work Team* for continued funding decisions.\*
- The Church Planter will attend three semester review meetings per year with SCS and its Sponsor church designee.\*

**\*Failure to have a representative from the primary church sponsor at these meetings could result in a “probation status” being assigned to the new work or termination of the relationship.**

## Incorporation Phase

During this phase, if requested by the Sponsor Church, SCS may assist the new work and church planter in ***becoming an independent***, incorporated church. The following ***checklist*** is strongly encouraged to be completed. (Appendix G) Strategic Church Solutions offers trained qualified consultants with business backgrounds to assist in this phase, if requested.

At the end of the 1-3 years as a church plant, it will automatically become a partner of SCS (category to be decided at that time). This status change will be shared at the Strategic Church Solutions next regular meeting (Fall or Spring).

**Important Note: Due to legal requirements, liability issues, and safety, SCS strongly recommends that a church plant become autonomous within 3 years and incorporate as such with the state of Texas. It is the responsibility of the Sponsor Church to ensure the incorporation of its church plant at the appropriate time.**

I have read, agree and will abide by the policies and procedures outlined in this handbook, covenant and related documents:

\_\_\_\_\_ Date: \_\_\_\_\_  
Church Planter

\_\_\_\_\_ Date: \_\_\_\_\_  
Primary Church Sponsor Pastor

\_\_\_\_\_ Date: \_\_\_\_\_  
SCS Director

***The Director of Strategic Church Solutions reserves the right to change, revise, or make exceptions to the guidelines contained in this handbook with the affirmation of the Executive Leadership Team. He may also, at any time during the 5 phases, request that the process be paused until he consults with the ELT.***

# ***APPENDICES***

## **Strategic Church Solutions**

**New Work Strategy Form (Use this as an outline)-REQUIRED**

**Use additional pieces of paper as needed**

**New Work Model Type:** (Select One)

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Institutional | <input type="checkbox"/> Country      |
| <input type="checkbox"/> Incarnational | <input type="checkbox"/> Hispanic     |
| <input type="checkbox"/> Ethnic        | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Traditional   |                                       |
| <input type="checkbox"/> Cowboy        |                                       |

**Mission:** *(What is your church uniquely about?)*

**Vision:** *(What is a picture of your preferred future?)*

**Core Values:** *(What guides your church in mission and decision making?)*

**Strategy:** *(What is your plan to accomplish your mission and achieve your vision?)*

**Metrics:** *(How do you measure success outside of attendance & giving?)*

**Ministry Action Plan:** By the end of the year, what do you hope to accomplish with your new work? Please share at least 3-5 goals for new work.

*Property of Strategic Church Solutions, do not distribute without permission.*

**Strategic Church Solutions**  
**New Work Annual Budget Form-REQUIRED**

**Income**

Congregational Tithes & Offerings	\$
Strategic Church Solutions	\$
Primary Sponsor Church	\$
Other Outside Support	\$
<b>Total Income</b>	<b>\$</b>

**Expenses**

<b>Ministry</b>		\$
<b>Administrative</b>		\$
<i>Office Supplies</i>	\$	
<i>Postage</i>	\$	
<i>Equipment</i>	\$	
<b>Facilities</b>		\$
<i>Insurance</i>	\$	
<i>Utilities</i>	\$	
<i>Rent/Mortgage</i>	\$	
<b>Marketing</b>		\$
<i>Outreach Events</i>	\$	
<i>Advertising/Mailers/Promo</i>	\$	
<i>Printing</i>	\$	
<b>Missions</b>		\$
<i>Strategic Church Solutions (2% of Tithes)</i>	\$	
<i>Other Partners (Name)</i>	\$	
<i>Other Partners (Name)</i>	\$	
<b>Personnel</b>		\$
<i>Salary &amp; Housing</i>	\$	
<i>Benefits/Insurance/Retirement, etc</i>	\$	
<i>Expense Accounts</i>	\$	
<b>Total Expenses</b>		<b>\$</b>

\$

**Net Income Over Expenses:**  
*Property of Strategic Church Solutions, do not distribute without permission.*

**Examples for Church Use if Desired**  
**Trimester Status Report**  
**New Work Model: Institutional**

---

Average number of registered weekly guests in worship: \_\_\_\_\_

Average number of weekly regular attenders in worship: \_\_\_\_\_

Average number of weekly members attending worship: \_\_\_\_\_

Total Average Worship Attendance: \_\_\_\_\_

Salvations: \_\_\_\_\_

Baptisms: \_\_\_\_\_

Leaders in Training: \_\_\_\_\_

Average Weekly contacts with “prospects” by Church Planter: \_\_\_\_\_

Average attendees at newcomer event (s): \_\_\_\_\_

Event and Special Emphasis attendance:

(Please list each event or emphasis planned intentionally as a “reaching/attracting” strategy with attendance figure)

---

---

---

List upcoming strategy for the next time period:

---

---

---

---

---

**Please attach a copy of your detailed year to date financial report. Include the name of the person who prepared the report and their phone number.**

*Property of Strategic Church Solutions, do not distribute without permission.*

**Trimester Status Report**  
**New Work Model: Incarnational**

---

**Connecting to the Community** (Please describe ways you connected to people, determined gathering places and discovered people of influence)

**Building Influence through Blessing** (Please describe how you discovered the needs of the community, engaged those needs through volunteerism and enlisted community partners to join those efforts.)

**Leading People to Toward Faith** (How did you draw people together as one body and establish church as a presence)

**Sending People on Mission** (Please describe how you empowered others to lead within the community? If applicable, have you identified possible church planters? Have you sent out any church planters?)

Average attendance of the “primary gathering point” \_\_\_\_\_

Salvations: \_\_\_\_\_ Baptisms: \_\_\_\_\_

List upcoming strategy for the next time period:

---

---

---

---

**Please attach a copy of your detailed year to date financial report. Include the name of the person who prepared the report and their phone number.**

*Property of Strategic Church Solutions, do not distribute without permission.*

**Trimester Status Report**  
**New Work Model: Ethnic/International**

---

Average number of weekly regular attenders: \_\_\_\_\_

Average number of weekly members attending: \_\_\_\_\_

Total Average Attendance: \_\_\_\_\_

Salvations: \_\_\_\_\_

Baptisms: \_\_\_\_\_

Leaders in Training: \_\_\_\_\_

Please list the number of people, if applicable, beside each activity:

\_\_\_\_\_ Transportation provided to people

\_\_\_\_\_ Food and/or meals provided

\_\_\_\_\_ Job or employment search

\_\_\_\_\_ English classes

\_\_\_\_\_ Lodging

\_\_\_\_\_ Clothing needs

\_\_\_\_\_ Special needs (Please list below)

---

---

---

List upcoming strategy for the next time period:

---

---

---

---

---

Please attach a copy of your detailed year to date financial report. Include the name of the person who prepared the report and their phone number.

**Trimester Status Report**  
**New Work Model: Hispanic**

---

Average number of registered weekly guests: \_\_\_\_\_

Average number of weekly members attending: \_\_\_\_\_

Total Average Worship Attendance: \_\_\_\_\_

Total Average in Bible Study: \_\_\_\_\_

Salvations: \_\_\_\_\_

Baptisms: \_\_\_\_\_

Leaders in Training: \_\_\_\_\_

Average weekly home visits by the church planter: \_\_\_\_\_

Attendance at festivals or special events: (Name of event and number attending)

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

Training Events for the church planter or people: (Name of events and dates)

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

List upcoming strategy for the next time period:

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

**Please attach a copy of your detailed year to date financial report. Include the name of person who prepared the report and their phone number.** *Appendix C*

**Trimester Status Report**  
**New Work Model: Traditional**

---

Average number of registered weekly guests in worship: \_\_\_\_\_  
Average number of weekly members attending worship: \_\_\_\_\_  
Total number enrolled in Sunday morning Bible Study: \_\_\_\_\_  
Total average attendance in Sunday morning Bible Study: \_\_\_\_\_  
Average number of registered guests in Bible Study: \_\_\_\_\_  
Total number of classes in Sunday morning Bible Study: \_\_\_\_\_  
Total number of people in prospect system: \_\_\_\_\_  
New Members joining church: \_\_\_\_\_  
New Members joining Sunday School: \_\_\_\_\_  
Salvations: \_\_\_\_\_  
Baptisms: \_\_\_\_\_  
Leaders in Training: \_\_\_\_\_  
Average Weekly contacts with “prospects” by Church Planter: \_\_\_\_\_

**(Please list each program, ministry or special emphasis planned intentionally as an Outreach strategy).**

---

---

---

---

---

**List upcoming strategy for the next time period:**

---

---

---

**Please attach a copy of your detailed year to date financial report. Include the name of the person who prepared the report and their phone number.**

**Trimester Status Report**

**New Work Model: Cowboy**

---

**Average number of registered guests in worship: \_\_\_\_\_**

**Average number of weekly members attending worship: \_\_\_\_\_**

**Total Average Worship Attendance: \_\_\_\_\_**

**Salvations: \_\_\_\_\_**

**Baptisms: \_\_\_\_\_**

**Saddle Up: \_\_\_\_\_**

**Round Pen Discipleship Groups:**

**Leaders in Training: \_\_\_\_\_**

**Average attendees at newcomer event (s): \_\_\_\_\_**

**Arena Events, Ranch Rides and Special Emphasis attendance:**

**(Please list each event or emphasis planned intentionally as a “reaching/attracting” strategy with attendance figure)**

---

---

---

---

---

---

---

**List upcoming strategy for the next time period:**

---

---

---

---

**Please attach a copy of your detailed year to date financial report. Include the name of the person who prepared the report and their phone number.**

**Trimester Status Report**

**New Work Model: Country**

**Average number of registered guests in worship: \_\_\_\_\_**

**Average number of weekly members attending worship: \_\_\_\_\_**

**Total Average Worship Attendance: \_\_\_\_\_**

**Salvations: \_\_\_\_\_**

**Baptisms: \_\_\_\_\_**

**Membership Class: \_\_\_\_\_**

**Discipleship Groups:**

**Leaders in Training: \_\_\_\_\_**

**Average attendees at newcomer event (s): \_\_\_\_\_**

**Community Events and Special Emphasis attendance:**

**(Please list each event or emphasis planned intentionally as a “reaching/attracting” strategy with attendance figure)**

---



---



---



---



---



---

**List upcoming strategy for the next time period:**

---



---



---



---

**Please attach a copy of your detailed year to date financial report. Include the name** *Appendix D*  
**person who prepared the report and their phone number.**

### **Monthly Church Planting Report (Example for Church use if desired)**

Take time to pray and to reflect on what God has done in and through you, and in and through your church in expanding his kingdom. Please respond in narrative form when applicable. One-word answers are hard to discern, so share what God is doing in and through you. The more information we have, the better we are able to see your fruit in ministry.

This report is asking for accountability in 6 areas related to your church planting work:

- *Are there new disciples being reached?*
- *Are you investing in those disciples to help them become disciple makers?*
- *Are there unreached people groups in your community that you want to reach out to?*
- *Are you living up to your commitment to financially support SCS work?*
- *What is the church doing corporately to reach the community?*
- *Are you adequately investing in your own personal life?*

#### **NEW DISCIPLES: DOING THE WORK OF THE EVANGELIST (2 Timothy 4:5)**

1. How many face-to-face evangelistic encounters have you had this month? (*An evangelistic encounter is where you personally alerted a non-believer to the Gospel of the Kingdom or shared your personal testimony.*)
2. Name 3 people you are witnessing to presently (*We will also pray with you for these.*):
3. Name the disciples who have been baptized this month:
4. Record the number of baptized disciples this month:
5. What's your average church attendance this month?

#### **TRAINING DISCIPLE-MAKERS (2 Timothy 2:2)**

1. Current number of disciples participating in discipleship groups (*however you define discipleship groups*):

2. Name the people you are training to be leaders and disciple makers:
3. What have you done this month to invest in their spiritual growth and in their ministry development?

### **POTENTIAL NEW CHURCH PLANTS: EXPANDING THE KINGDOM**

1. What geographical areas or under-evangelized people group are you praying for in your area? (Matthew 28:19):
2. What assistance do you need in taking your next steps to start a new ministry or church in your area or among the people group?

### **FINANCIAL ACCOUNTABILITY**

1. This month our church received this amount in tithes and offerings (not counting SCS, Primary Church Sponsor or other organizations):  
\$ \_\_\_\_\_
2. This month our church sent \$ \_\_\_\_\_ to the SCS (2% of Tithes/Offerings.)

### **COMMUNITY OUTREACH**

1. List the events you have done in an effort to serve and reach your community:
2. What new relationships have you started this month?
3. What existing relationships have you invested in this month?
4. What community leaders (mayors, school principals, police officials, etc.) have you personally connected with this month?

## **PERSONAL DEVELOPMENT**

1. What training have you attended this month?
  
2. What books are you reading?
  
3. What books would you like to read if they were made available to you?
  
4. Have you met with your Strategic Church Solutions Coach at least one time this month?
  - a. If yes, what were your next steps?
  
  - b. If not, why not?
  
5. What training would be helpful to you as you do the work of church planting?
  
6. Confidential Prayer Requests (will not be shared):
  
7. Public Prayer Requests (will be shared at our Strategic Church Solutions Prayer Breakfast, etc.):

## **Strategic Church Solutions Monthly Report- REQUIRED**

Reporting Month: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Name of Church Planter: \_\_\_\_\_

Name of Church Plant: \_\_\_\_\_

Name of Primary Lead SCS Sponsor Church: \_\_\_\_\_

Average Attendance: \_\_\_\_\_

Church Plant Tithes/Offerings for the Month: \_\_\_\_\_

Decisions for Christ: \_\_\_\_\_

Baptisms: \_\_\_\_\_

Number Involved in intentional discipleship: \_\_\_\_\_

Number involved in intentional leadership development: \_\_\_\_\_

Highlights for the month:

Prayer needs or other requests you would like SCS to be aware of:

**Strategic Church Solutions**  
**New Work Covenant-REQUIRED**

Date Completed: \_\_\_\_\_

Name of New Work: \_\_\_\_\_

Church Planter's Name: \_\_\_\_\_

Primary Lead Church Sponsor: \_\_\_\_\_

Church Sponsor Pastor: \_\_\_\_\_

SCS Director: \_\_\_\_\_

The undersigned Partners hereby enter into covenant relationship, under the guidance of the Holy Spirit, to develop this new church start into an independent church aligned with the Strategic Church Solutions of Central Texas (SCS). All parties agree that final authority and responsibility for actions and activities of the new work rests with the congregation and sponsor church. Major decisions will be made through collaboration with all signatories.

**The Primary SCS Sponsor Church and Pastor agrees to:**

1. Serve as the primary force in leading the Planter and Plant to become an autonomous church. Churches start churches.
2. Accept the church plant as a Ministry and legal entity of the Sponsor Church.
3. Support the new work financially and provide resources such as space, materials, equipment, people, etc. when possible.
4. Consider the Planter a member of the staff and invite the Church Planter to the church staff meetings, functions, parties, etc.
5. Read and agree with the SCS policies regarding new work funding. (Planting Churches Handbook)
6. Attend semester review meetings three times each year.
7. Pray for the church planter, new work and SCS.
8. Be responsible for the management of the new work's budget in accordance with sound accounting principles and current law. Ensure that 2% of the monthly undesignated offerings of the Plant are given to SCS
9. Spend SCS funds only for designated new work.
10. Should the new work cease to be, any unspent SCS funds will be sent back to the SCS. In addition, all assets will be disposed of by agreement and approval of the sponsor church and SCS.

11. Attend the annual funding meeting.

**The Church Planting Pastor agrees to:**

1. Read, agree and abide with the SCS policies as outlined in the “SCS Planting Churches Handbook.”
2. Complete required forms in a timely manner.
3. Attend semester review meetings three times per year and the annual funding meeting.
4. Meet with the assigned coach as requested
5. Attend mandatory training events
6. Attend SCS meetings twice a year and The Learning Table luncheons, unless other job makes it impossible
7. Ensure that 2% of the monthly undesignated offerings are given to SCS
8. Responsible to notify, remind and ensure the primary church sponsor designee to semester review and funding meetings
9. Lead the church to seriously consider sponsoring a new work within five years of its own incorporation as a church.

**The SCS agrees to:**

1. Assist the new work in fulfilling its mission.
2. Facilitate the annual funding and 3 semester review meetings.
3. Provide a coach for the church planter unless the church sponsor does
4. Guide the church planter and Sponsor church through the SCS process.
5. Provide funds for the new work in accordance with the New Work Team’s decisions.
6. Provide training events and opportunities for the church planter and new work.
7. Offer consulting, additional training, scholarships and resources to the church planter as available
8. Provide other support if available such as the use of the SCS building, work room, trailers, etc.

Other agreements if any:

---

---

---

---

---

---

---

---

By signing below, each party acknowledges and agrees to the conditions of this covenant and intent to work within the Strategic Church Solutions policies as outlined in the “Planting Churches Handbook.” Failure to do so will warrant the dissolution of this covenant and cessation of funding.

**Primary Lead SCS Church Sponsor Pastor:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Church Planter:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Strategic Church Solutions Director:**

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**New Work Process: Final Checklist**

*Appendix G*

**Required:**

- Employer Identification Number (Form SS-4)
- Certificate of Formation- Nonprofit Corporation (Form 202) OR Articles of Incorporation
- Texas Application for Exemption – Religious Organization (Texas Sales Tax, Hotel Occupancy and Franchise Tax Exemption)
- Constitution & Bylaws
- Service to formally constitute, adopt bylaws, elect officers and sever ties with sponsor church
- Annual Filing Requirements
  - Form W-2 by January 31 to all employees (including ministers)
  - Form 1099-MISC (contract workers paid \$600 or more for services or rents) by January 31
- Payroll:
  - New Hire Reporting
  - Form W-4 & treatment of ministers
  - I-9 Form
  - Designation of Exempt and Non-Exempt Employees
  - Minister’s Housing Allowance Designation
  - Payroll Tax Deposits
  - Form 941 or 944

**Suggested:**

- OPTIONAL**- Apply for Recognition of Tax Exempt Status on IRS Form 1023
- Church Property – Property Tax Exemption
- Basic Financial Controls
  - Cash collection, handling, recording and depositing procedures
  - Operate within an approved church budget
  - Adopt an Accountable Expense Reimbursement Policy
  - Adopt Credit Card Policies & Procedures
  - Church elects a “finance” team or people designated for oversight, management and accountability of church finances.
  - Other

Church Planter/Date

Church Representative/ Date

**For Office Use Only**

- Checklist items completed
- Church plant desires to become a partnering Strategic Church Solutions Church
- Strategic Church Solutions Constitution review with church plant
- Announce Church plant as new Partner at Strategic Church Solutions meeting on: \_\_\_\_\_

*Property of Strategic Church Solutions, do not distribute without permission.*