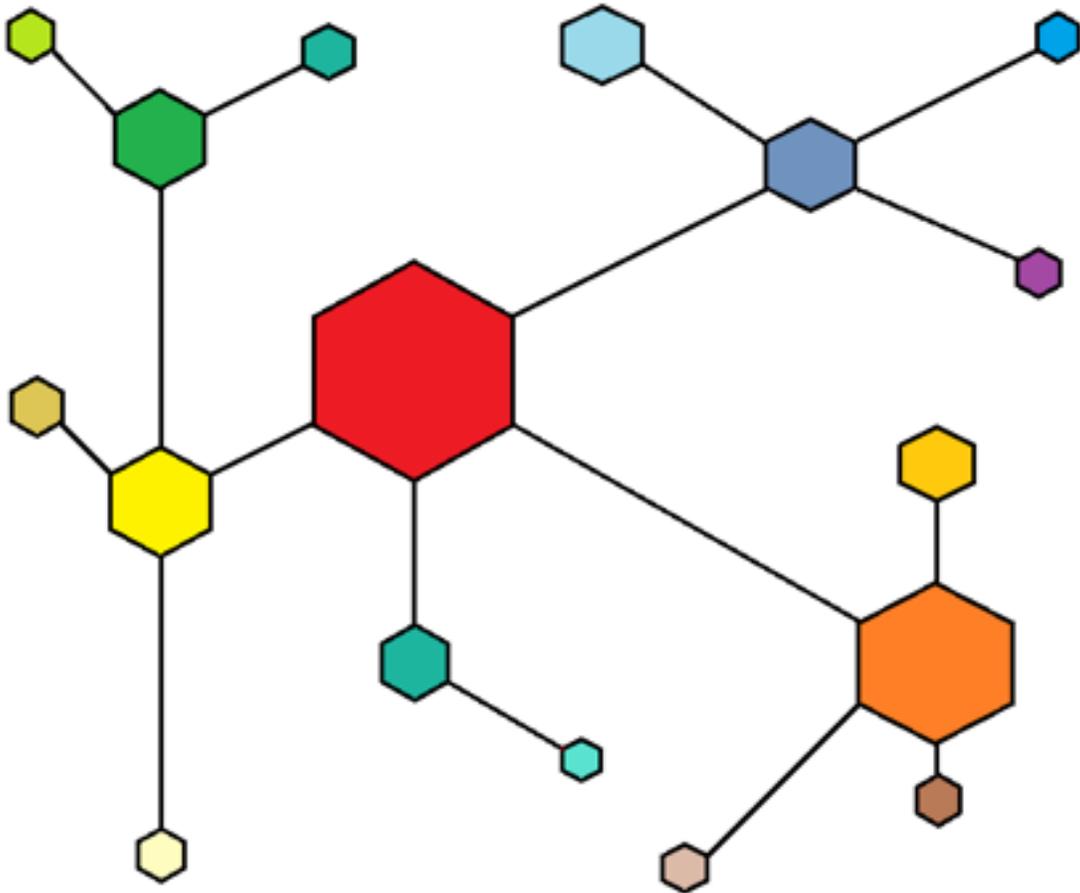


Mountain Plains Region of Open Bible Churches, Inc.



"And God said unto them, 'Be fruitful and multiply... "

Genesis 1:28

2014 Church Planting Guide

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ABOUT PLANTING WITH MOUNTAIN PLAINS REGION

CHURCH PLANTING CONVICTIONS

Making new disciples: the purpose for any new church plant is to make new disciples who will reproduce other disciples.

Supporting churches who plant churches and send planters: our priority is to help churches use the mother-daughter planting model and identify, prepare and send church planters. It is not our primary intention to plant churches as a region (to date, we've had no success at that), but to prepare and partner with sponsor churches and the planters they want to send. planters who plant churches.

Emphases on the sovereign will of God and the urgent need for more and fruitful churches: we must consistently communicate need for Spirit-led church planting in geographical, ethnic and cultural areas that inspires potential mother churches and planters.

Shared values and mission: we recognize there is not a cookie cutter approach to church planting, but in order to engage the continuing support of the regional board it must meet these minimum requirements:

The primary mission is to make disciples for Jesus Christ

There will ultimately be, at a minimum, weekly planned and scheduled gatherings that meet for the expressed purpose of making disciples for Jesus Christ, centered around the Word of God.

There is a qualified, called and recognized leader, licensed by, and in-good-standing with, Open Bible Churches, Inc. who guides the vision and direction of the church.

They participate regularly in the sacraments of communion and baptism.

They have consistent adherents who are committed to the mission and who show it through their regular participation and financial contribution.

They meet the legal requirements of the bylaws set forth in the Open Bible Manual and of the state in which they operate.

The indigenous principle: our goal is for every church plant to become indigenous, which will be indicated by its ability to be self-governing, self-propagating and self-supporting.

Mother churches: we believe that the best support model for church planting is the mother-daughter church model. We will encourage this model and we will provide supplemental support to mother churches efforts. It is our goal to have every church plant covered by either a mother church or a resource church.



INITIAL CONTACTS

SECTION OVERVIEW: CONTACT INFORMATION

Mountain Plains Region Office or Representative
Mother Church Pastor
District Director
Open Bible Pastors Near Target Area

WHOM TO CONTACT

Regional Office or Representative

At this time, please feel free to contact the regional office or the local district director.

The application, assessment, training and planning processes for church planting can begin even before you are sure of the location and the place for planting.

Most planters make the process harder on themselves and their family by not planning far enough ahead. Even though you are being mothered by a local church, contacting the region can be of great assistance to you. Please contact the regional director of church planting at your earliest convenience.

Director, Mountain Plains Region Church Planting
Reverend John W. “Bill” Jimenez
Office: (402) 333.4887
Email: bw3@cox.net
Mail: 14011 Washington Street Omaha, NE 68137

District Directors (contact information provide later in the Administration Guide or consult the regional website now for contact information)

Big Sky: Reverend Ron Rager
Dakota: Reverend Rick Brennan
Great Rivers: Reverend Dean Lindstad
Rocky Mountain: Reverend Derek Sissel

Mother Church Pastor

If you are a staff member of a church, please talk to your lead pastor FIRST before contacting the region or a representative. If you intend to begin the planting process in less than one year, you must talk with your senior pastor within 2 weeks of your initial contact with the regional or district offices if you have not already done so.

Other Open Bible Pastors In Your Target Area

In order to create a growing movement of church planting, it is essential that relationships with other pastors in the plant area be maintained to the best degree possible. Six months or more before beginning field ministry, meet with all Open Bible pastors within a 20-mile radius of your planting target. Your goal is to communicate your heart and establish a good working relationship. If conflict or disagreements arise due to location or another issue regarding the new plant, contact your district director and the regional director of church planting. Contact information for local Open Bible churches can be found on the regional website (www.openbiblemountainplains.org).

Who to Contact If the Church Plant Is In Another Region Or District

The planter should be in contact with the appropriate district and regional offices as soon as it becomes evident that they are going to plant a church across district or regional boundaries. In particular, other regions may have some different processes in place for communication, approval, funding and support. Even if you are not soliciting any support from the region in which you are planting, in order to create unity and momentum in our church planting efforts, it is critical that you communicate early in the process and clearly about expectations and timing.

FOR APPLICANTS NOT CURRENTLY CREDENTIALLED WITH OPEN BIBLE

Recruiting To Create A Movement

Open Bible Churches is a movement open to and looking for leaders who will be committed to creating a movement of leadership reproducing local church ministries that will advance the Kingdom of Jesus Christ. We hold to distinctive Pentecostal/Charismatic theology, values and experience.

Credentials and Affiliation

While we are Kingdom-minded and seek to bless the advancement of God's Kingdom regardless of affiliation, we are also focused on creating a unified movement and therefore focus the vast majority of our attention on leaders and projects that are directly connected to Open Bible Churches through the credentialing of the ministers and the affiliation of the churches.

Therefore, the first step to be considered for church planting is to begin and complete the credential process. Please call the regional office that oversees the area in which you reside currently or if planting plans are definite focused on a specific target area, then contact the regional office for the area in which you plan to plant.



ASSESSMENT

SECTION OVERVIEW: ASSESSMENT PROCESS

Pre-Assessment
Assessment
Decision
Contact Info
Details & Resources

ASSESSMENT PROCESS

The assessment process is to help you discern where your unique skills, gifting and calling can best be utilized for God's Kingdom purposes in Open Bible. It may come back that you are not gifted to be a planter, but that you would be better suited to pastor an existing congregation. However, equally important in the assessment is the discovery about how your strengths and weaknesses will affect HOW you go about planting the church and WHO you need to have on your team in order to make the planting process as successful as is possible.

Pre-Assessment

Conversation. Make a call to the regional office and speak with the director about your desire to plant in Mountain Plains.

Application. You will be asked to fill out an Church Planting Preliminary Application than can be mailed, emailed or or downloaded from the region's website:

http://openbiblemountainplains.org/ministries_churchplanting.aspx

Parent Church/Pastor Recommendation. If you intend to plant out of a parent church, we will ask for a written recommendation from the senior pastor of that church.

Credential Status. This will be checked as a part of the above referenced application.

Pre-assessment Interview. This may be conducted in one of a few ways:

- Face-to-face with the regional director;
- Face-to-face with a regional representative;
- Videoconference (such as Skype);
- Teleconference.

Outcomes. After the application has been received and evaluated, a decision will be made whether to recommend you to the next step, or suggest other avenues of ministry at this time.

Assessment

Once the application is received and reviewed, and it is mutually determined that we should pursue planting, you (and your spouse, if applicable) will be scheduled for an assessment by trained assessors.

Depending on the situation, the assessment may be 1-2 days in length. The assessment is designed for the following reasons:

1. To determine if an applicant has the skill set and gifting to be a planter. Not everyone is designed to plant and not everyone is designed to pastor. Some people can do both, while others can do either one or the other.
2. To evaluate the strengths and weaknesses of the potential planter. This will help to determine what needs to be worked on, what can be maximized, and what team members may be needed for the effectiveness of the church plant.

Cost for the assessment will be shared among the regional office, the mother church and, if necessary, the planter. Travel expenses to and from the assessment are included in the assessment consideration and not just the fees associated with the assessment services.

Decision

At this point the assessment team will recommend one of three options:



Red Light: The region recommends other avenues of ministry besides planting.

Yellow Light: The region agrees to move forward towards a plant once prescribed additional criteria are met.

Green Light: The region enters into an agreement with you and a mother church to pursue a new church plant.

Who to contact to schedule a pre-assessment interview, contact:

Bill Jimenez
14011 Washington Street
Omaha, NE 68137
Phone: (402) 333.4887

****Note to mother church pastors...***

While it is often tempting for you as mother churches to bypass the regional processes of assessment and training, please do not. Whereas 30 years ago, the success rate of planting was 20 percent, now the success rate is between 60 and 80 percent for churches and denominations that are using the assessment and training processes that we utilize. The processes do not replace prayer or the call of God in any way; they simply sharpen the understanding of the call and the process of prayer in the planting process as well as the leadership qualities and decisions necessary to be successful.

DEFINING A MINISTRY FOCUS GROUP AND LOCATION

SECTION OVERVIEW: DEFINING FOCUS GROUP AND LOCATION

Important Questions

Why a Ministry Focus Group

Types of Target Definitions

Demographics Research

Details & Resources

Important Questions

At this stage there are many questions to be answered (some of which you will have already answered in the Church Planting Preliminary Application found on the region's website):

Where is it that you feel called to plant?

Who is it that God has given you a burden to reach?

What is your connection to this community?

What are the demographics of this community?

What resources (networks, partner ministries, friends, family, etc.) are presently available to you in this Ministry Focus group?

Who needs to be contacted? Contact the following to let them know your intentions, to build good will and to keep lines of communication open.

District Director for the district in which the church will be planted, after they have been contacted by a representative of the region.

Other Open Bible Pastors in the target community (within 15 miles), after they have been contacted by a representative of the region or at the direction of the representative.

Other pastors in the area with whom you have relationship.

Why a Ministry Focus Group ?

Some people do not like to define a target group because they feel that it eliminates people. A target does not eliminate people; it simply defines whom you are going to reach initially and whom you are going to reach best. Jesus had an initially defined narrow target the lost sheep of the house of Israel yet Jesus long-term goal was to reach the entire world. The Apostle Paul had a target the Gentiles, yet, Paul also reached many Jews.

Established churches can often reach a wider range of people. Church plants don't have the resources (time, energy, staffing, money) to reach the broad range of needs represented by a broad range of people. Therefore, most successful church plants define their target group more narrowly and become good at bringing the good news of the Gospel to the needs of a specific type of people.

Once momentum is established and resources are more readily available, the target group can broaden. However, broad target groups from the very beginning water down your effectiveness because your energy and message is spread out more thinly.

Types Of Target Definitions

Your target can be defined around a basis of common needs and interests among a group of people. Common target definitions are socio-economic, ethnic, generational, language or family life cycle (young families, singles, etc.).

Multi-cultural, as an initial target group, only seems to work well if the neighborhood being targeted is strongly multi-cultural in its identity. If Hispanics live in one area and don't mix with the African Americans who live a couple blocks away, then the identity of the neighborhood is not multi-cultural. This doesn't mean you don't plant multi-cultural, but it does mean you need to be that much stronger in your sense of divine calling that the church is to be built as a multi-cultural church from the ground up.

One factor to consider if you are targeting a combination young age and life station target is to enfold into your launch team some older or more mature people on the team that can help you with the discipleship and mentoring of the target you are reaching. For example, if you are going after 20-year-old singles and newlyweds, find some 40 through 70 year olds who have a heart for that age group and who are willing to encourage the style issues that are required to reach this target even if they themselves do not like the loud music or whatever other style things that are required.

Demographics Research

Percept Inc.

Contact: www.ministryarea.com or <http://www.perceptgroup.com>

Cost: \$219.00 and includes Creation of a digital online Ministry Area Profile based on parameters you set while you wait.

US Census Bureau

Contact: www.census.gov

Barna Research Group

Contact: www.barna.org

Aubrey Malphurs lists five things that church partners and planters can do in order to develop a community portrait:

1. Build relationships with non-Christian people
2. Listen to the culture in order to understand it.
3. Read what others in the community are reading.
4. Collect and interpret demographic and psychographic data.
5. Develop and implement a community survey.

Aubrey Malphurs, Planting and Growing Churches for the 21st Century: A Comprehensive Guide for New Churches and Those Desiring Renewal, 2nd ed. (Grand Rapids: Baker Books, 1998), 175-77.

One of the most common tools used to identify and understand the ministry focus group are demographic and psychographic studies. Be forewarned that these tools can mislead if used incorrectly. In *Planting Missional Churches*, Ed Stetzer warns of the Fallacy of Average. This problem arises when the demographic study covers an area that includes peoples groups outside of the ministry focus group. For example, one church planter in California was excited when the demographic study showed the average age of his ministry focus group was 34 years the exact

age he was targeting. However, it turned out that almost no-one 30-39 years old lived in his focus area. The average stemmed from a large number of busters and their young children and a high number of couples over 60 years old. The same fallacy of average can occur with other demographic statistics.

This problem of fallacy of average can be greatly minimized by clarifying the area to be studied. The most commonly requested demographic study areas are zip codes. However, these also result in a high fallacy of average. Many communities of 50,000 residents are covered by one zip code. A better approach is to use census tracts. Demographics can also be requested using street boundaries, driving times and micro-grids.

When requesting demographic and lifestyle reports, remember the old computer adage garbage in garbage out. Generally, the only way to receive useful information is to have first-hand knowledge of the area you are requesting demographic information for.



SECTION OVERVIEW: COACHING

- Support
- Resources
- Accountability
- Practical Expectations for the Coach
- Practical Expectations for the Planter in the Coaching Relationship

Details & Resources

COACHING

After you have been assessed and it is determined to move forward with church planting, you will have a coach at the regional level. You will enter into a contractual agreement (see sample in the appendix) which will set parameters for your coaching relationship. The coaches role is to help you work through the challenges and excitement of planting throughout your planting process. Each coach comes to a planter with an assumption that God has given the planter all they need to be effective, and the coach just works to draw that out through good questions and conversation. They will provide the following 3 key things:

Support:

- Prayer for personal needs.
- Encouragement and affirmation of ministry and calling.
- Care in times of difficulty, or marriage & family pressures.

Resources:

- Training from personal experience.
- Recommended reading materials
- Web-based training
- Referrals to others who may help in a particular area, or to seminars or conferences.

Accountability:

- For follow through on assignments.
- Giving deadlines.
- Asking about personal spiritual vitality and moral integrity.
- Helping to stay focused on primary goals.
- Receiving necessary reports

Practical Expectations for the Coach

1. Monthly Contacts: The coach will be available to the planter approximately twice a month for up to two years, depending on the need:

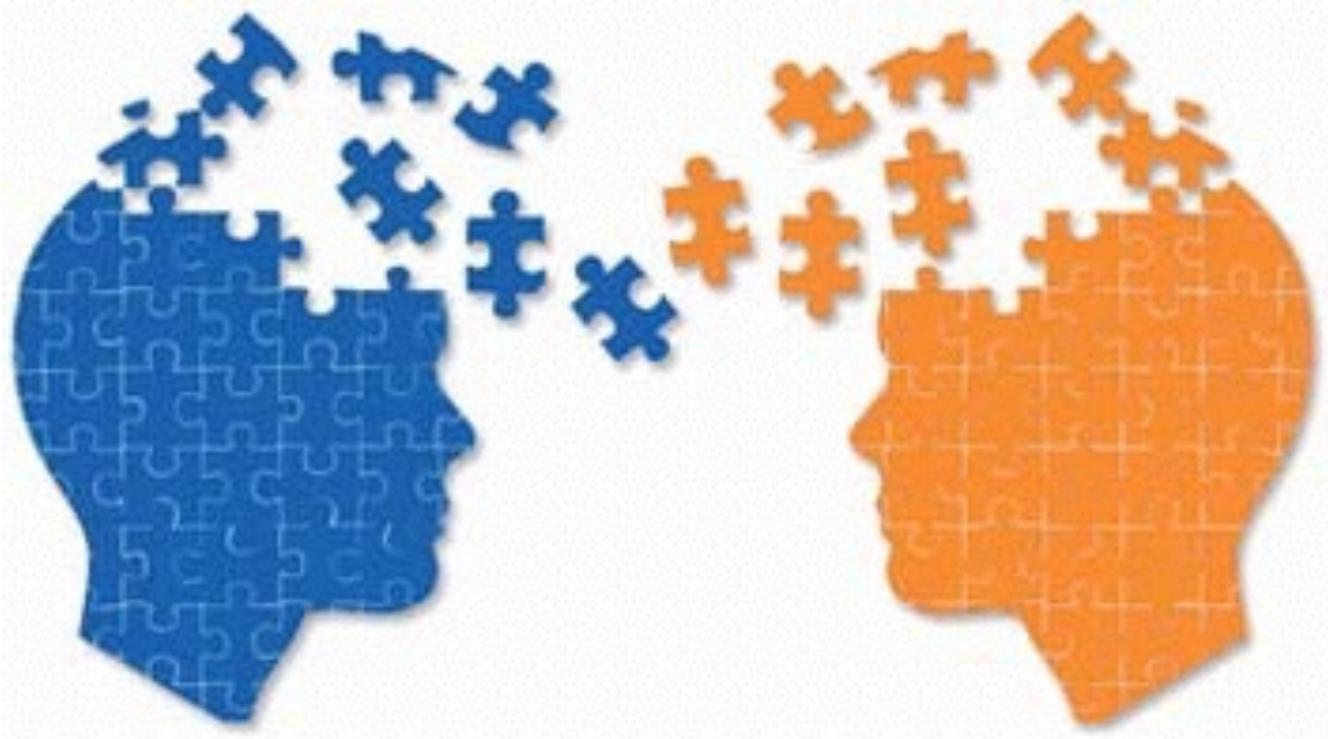
- 1 time per month personal contact by phone, Skype or in person
- 1 time per month e-contact (email, Facebook, etc.)

2. On-Site visits: Depending on proximity to the planter, we recommend that the coach be on-site at the church plant at least one time every 4 months.

Practical Expectations for the Planter in the Coaching Relationship

1. Preparedness: Please be prepared in advance and on time for each appointment. A lack of follow through will delay the coaching appointments until the assignments are completed.

2. Planting Report submitted by mail or e-mail each month (see sample in appendix). Failure to submit a report will interrupt the coaching process. Faithful reporting is considered part of cooperation and are tied to benchmark achievement and funding.



SECTION OVERVIEW: TRAINING

- Training and Proposal Checklist
- Church Planting in the 21st Century
- Quarterly Planters Cluster
- Critical Systems Checklist

Details & Resources

TRAINING AND PROPOSAL CHECKLIST

Prior To Church Planters Training

- Assessment Process completed
- Target defined
- Secure an updated list of approved coaches from the region
- Work with the regional director of church planting to secure a coaching commitment

After Church Planters Training

- Complete proposal and submit it to the mother church leadership and the region
- Finalize agreements with the mother church (if applicable) regarding the launch team, recruiting, training, and development boundaries and processes

TRAINING

For orientation and determination purposes, Mountain Plains Region will provide approved applicants the Church Planter's Toolkit authored by Bob Logan and Steven Ogne. This toolkit - complete with audio lectures and section assignments and worksheets - will help spark and unleash the creativity and entrepreneurial spirit of church planters.

We recognize that the toolkit is not, for some, an end-all-be-all and that further training for approved applicants may be necessary. The region or its representative will work diligently with the mother church to direct her leadership and the planter toward other materials, courses (such as New Hope Christian College's "Church Planting in the 21st Century" online class) and/or boot camp events that will orient/inform/train the applicant as thoroughly as possible. Costs for such training can be negotiated between the region and the mother church and planter as part of the start-up costs granted from Mission Venture Plan funding.

Critical Systems Development

For identification of critical systems and the issues associated with them, see the Critical Systems Questions list in the appendix on page 26 of this guide.

According to experts, one of the most significant keys to the success of a plant is the ability for the planter and team to focus 50 percent or more of their time on evangelism and gathering activities during the field launch and grand opening phases. In order to do this, the planter and team need to identify and develop many of the materials they will need to facilitate the life of the church.

For example, the planter and team need to identify and develop the materials or systems they will use for

- Evangelism
- Financial management

Worship Assimilation
Membership
Basic discipleship
Children s ministry
Leadership training

The more of these things that can be accomplished prior to field launch, the less time the planter and team will have to spend playing catch up behind the computer and in books and the more time they will have to gather and develop. Thoughtful, prayerful and thorough work upfront will help the planter and teammates avoid harried and hurried work later that may overlook critical issues for the function of church life. The planter should, in this stage, begin the identification and gathering of these resources and then should complete the development of most of these resources in the public announcement stage when they are recruiting their launch team.



SECTION OVERVIEW

Funds raised by the church planter/core team

Funds/Resources provided by a mother church or a resource church

Funds provided through Mountain Plains Region of Open Bible Churches, Inc.

Details & Resources

Funds raised by the church planter/core team

We expect that the vast majority of church planters will work another job, at least part time, in the community in which they will be planting. This is important for two reasons: First, it connects the planter with people in the community. Second, it provides financial support for the planter and his family. An important part of the leadership initiative of a planter is the ability to motivate others to partner with them financially in their mission venture. This can happen through many possible avenues such as:

Support letters to friends & family members asking for a monthly commitment (ideal) or a one-time gift of support.

The tithes and offerings of core team members and people in the community

Outside grants from organizations or businesses supportive of church planting (e.g., ARC)

Funds/Resources provided by a mother church or a resource church

A mother or resource church may be able to provide support in a number of ways as well, including these possibilities:

Monthly budgeted financial support.

A one time financial gift to the church plant

Providing important services and/or resources such as:

Running the new church finances through the mother/resource church's financial structure for one year (\$5,000.00 value)

Inviting the planter & core team to existing leadership training at the church (priceless!)

Giving or loaning equipment:

Sound system (\$1,000.00 - \$5,000.00 value)

Trailer (\$3,000.00 value)

Curriculum

Folding chairs

Providing office or occasional meeting space

As you can see, it is important not to underestimate the value of this type of support, as it can easily exceed \$15,000.00, not to mention the important emotional value this provides.

Funds Provided Through Mountain Plains Region

We want to not only reach people through one church, we want to plant many growing churches that will also plant other churches. We want to see a reproducing movement of churches that are reaching people for Jesus. We assume you want that, too. As such, when we invest in a new church plant we see you as a partner and expect to see a return on that investment. That return includes:

Many people coming to Jesus

People becoming healthy disciples who reach others
That your church will launch other churches and ministries
You will set aside ___% of your general offering to church planting
Your participation in the present and future promotion and leadership of church planting in the region
Champion the cause of planting to others (including blogging & other web-based interaction)
Participate as a leader, putting your success to work even further (i.e., assessor, coach, trainer, etc.)

We will partner with the sponsor/mother church and planter in the following:

Cost of Assessment (up to \$1,000.00)
Training events and travel expenses associated with training (up to \$1,500.00)
Coaching for 12-24 months from approval (priceless!)
Benchmark-based funding of up to \$10,000.00 through the first year after public launch
(negotiable based on need; could be less, if more funds needed on the front end of launch).

Every church plant is different. Because of this, the funding needs for every church plant are unique to their situation. As such, there is not a cookie-cutter funding arrangement for every church plant some will need the maximum while some will need less. Through the development of the church planting proposal, funding requests are made to regional office. Funds will be provided on a matching funds basis, dependent on achieving benchmarks.



HOW TO DRAFT YOUR CHURCH PLANTING PROPOSAL

Cover Page

Church Name

Name of Planter

Church Plant Proposal

Target Location Of Plant

Date of Submission

Church Logo (if you have one not essential at this point if you do not have one)

Summary Page: Page 1

Mission Statement: Who are we? Where are we going? How we re going to get there.

Ministry Focus Group

Core Values

Projected Field Launch and Projected Public Opening

Type of Plant

Proposal Detail (PLEASE NUMBER THE PAGES IN THE PROPOSAL)

WHY START A NEW CHURCH?

Statement of calling.

State your vision briefly.

State the reasons for church planting.

Demonstrate the need for new churches in your target area.

(Please keep this section 2-3 pages. In demonstrating the need for new churches in your target area, please include only highlights from your demographics that specifically apply to this question.)

WHO IS MY MINISTRY FOCUS GROUP?

Describe your ministry focus group.

Describe the community needs.

Include appropriate demographics.

Describe the proposed location.

(Please keep this section to no more than three pages in the main body of the proposal. Any additional information may be put in appendices.)

WHAT KIND OF CHURCH ARE WE TRYING TO PLANT?

State your core values within the behavioral detail that you would include if you were to have a membership class. Please keep the core value detail to one page.

State and expand your mission statement. In stating your mission statement, you re giving us your 30 second version of what you would say to someone asking you, what is your church about? in your expanded mission statement, please give us what you would say to someone if you had three minutes to explain what your church is about? Please keep this section at one page with double spacing between paragraphs.

Describe your churches ministry style.

Include a visual demonstration of your ministry flowchart. The visual demonstration should easily fit on one page and show the general flow of people through your organization from evangelism to leadership releasing. You do not need to detail all of the classes, rather categorize class or ministry types so that your flowchart is simple and easy to follow. Following the visual ministry flowchart, please briefly address each of the main components of ministry flowchart. Within each component briefly address in a couple sentences how people will move into and out of a particular aspect of your ministry model. In addition, for any components that include curriculum or specific events please list in summary fashion 3-5 ideas and resources that will be used to implement that component. For example, if one component is servant evangelism activities, then list five specific types of serving evangelism activities that you think would be appropriate for your target audience.

WITH WHOM WITH WILL YOU PLANT THIS CHURCH?

Include a profile of any confirmed ministry partners.

Indicate how many a team members are currently committed to the plant.

Indicate how many intercessors you have recruited.

List the roles in your church plant that you and your spouse (if applicable) will fill in the first two years.

Make a brief summary list of the roles or specific talents that you must recruit in your team members that you or your current team are not able to do.

HOW AND WHEN WILL YOU PLANT THIS CHURCH?

Include a detailed strategic plan.

Include a detailed timeline for the first 18-36 months.

Include financial benchmarks connected to this timeline (see sample PAFS-1 in appendix)

Be sure to include goals for team development (how many, roles needed)

Be sure to include specific goals for community contacts. How will you connect with the unchurched community? How many contacts do you hope to make?

Include a detailed explanation of how you will gather your core group.

HOW MUCH WILL COST AND WHAT ARE YOU DOING TO RAISE SUPPORT?

Include a start-up budget.

Define your funding strategy. In defining your funding strategy, please address bi-vocational employment issues, church based fund-raising including any iteration if any is planned, and include a summary of your personal fund-raising plans. In the appendix include a one-page personal fund-raising letter that is a model for what you intend to use, immediately followed by a list of all the names of people you intend to send the fund-raising letter to categorize by their relationship to you (family, work associates, friends, ministry acquaintances).

Draft a benchmark-based funding proposal. It should be drafted in the following way:

It should be in a table format starting with the date of your approval from assessment.

It should list benchmarks at least every 1-3 months.

It should include the following elements throughout the proposal:

What you plan to do for leadership training

What you will do for community connections, and how many you hope to make.

(e.g., We will have a community barbecue and each team member will invite 10 people with the hope of reaching 100 new people.

Finances How much you will raise and how you plan to raise it. Also, how much you are asking the region to contribute. (Note: Funds are granted on a matching funds basis only. The region will only give if the plant has raised at least as much as it is asking for.)

Gathering numbers How many do you hope to have in your team meetings and in your services?

Administration (Bylaws, incorporation, charter, insurance, etc.)

(Please see the P-1 sample in the Appendix of this manual)

HOW CAN ONE BE INVOLVED?

Specific prayer needs

Volunteer needs

Potential contacts

Equipment needs

Financial needs

PROPOSAL APPENDIX

Try to keep all of the above sections of the proposal as brief as possible and yet containing the information requested. Where possible put detail that may be of interest in the appendix and reference material in the appendix in the body of the proposal. Either reference by page number, or, for example, by See Appendix A or See Appendix B, etc.

If you have questions on assembling this information or any other issue, please feel free to contact the regional representative you've been assigned at the phone number and/or email provided to you (it is often quicker to get a response via email if you call via phone and leave a message, indicate a couple of two hour time blocks in which you can be reached in the next couple of days. If you have email, please leave your email address and you will get a confirmation by email of a phone appointment time).



FIELD LAUNCH

WHEN THE CONCEPTUAL MOVES FURTHER INTO REALITY!

In this stage the planter moves to the community and begins living out the proposal and adjusting as necessary. This period may take anywhere between 3-18 months, depending on many factors including previous knowledge/connection with the area, cultural understanding, planting approach, finances, etc.

This phase likely includes the following:

- If planter's plan has him/her bivocational, finding employment providing both needed income and connection to the community.

- Coaching & training (critical!)

- Relationship building/evangelism in the community

- Core group development of those you have gathered in the community

- Fund raising through the strategy established in the proposal

- Multiplication of leaders:

 - Planned times of leadership training and development

 - Provide intentional times for potential leaders to practice leading

- Ministries development

- Strategy refinement

- Critical systems development:

 - Administration (see Administration Guide in the appendix of this manual)

 - Open Bible affiliation

 - Incorporation

 - Insurance

 - Discipleship

 - Assimilation/Hospitality

 - Worship

 - Departmental ministries

 - Leadership structure (including position descriptions)

 - Meeting place

 - Financial management

Please see the Critical Systems Questions form in the appendix of this manual



PUBLIC OPENING/PREPARATION FOR PARENTING

THE DAY IS FINALLY HERE... THIS IS WHEN YOUR CHURCH GOES LIVE!

Public Opening

Launch or grand opening service is held.

Church begins a recognized, regular schedule of ministry in the community.

Region representative provides on-going coaching during this time.

The new church plant is under Regional Partnership. The regional Board of Directors will serve as the official board of the church until such a time that the conditions to come off of Regional Partnership are met.

Preparation for Parenting

Vision for Mothering.

We want to see all of our church plants have mothering or partnering with a mother church to help launch a plant within five years in their church's vision. In order for this to happen, the new church must have adequate vision and opportunities in place for ongoing outreach and evangelism, and new leadership identification and development. They must also seek to strengthen the critical systems of the church to prepare them for the eventuality of launching or partnering to help launch a daughter church.

Post-Launch Benchmarks.

It is also in this stage that you will set Post-Launch benchmarks to make sure that you continue to reach lost people and develop leaders as a part of pastoring a great church! The available post-launch matching funds in the first year of a church plant is negotiable in the initial business plan submission.

Ongoing Support

Your coach, Mountain Plains Region and respective district will walk with you for up to two years after they have been enlisted. At that point, we believe it is important to continue to seek support. One of the great means of that support is through connecting with district, regional and national Open Bible events. This provides fellowship, possible networking support and ongoing evaluation you navigate the waters of pastoring a growing church.



Section Overview

Administrative Guide

Handling Money Prior to Completing Incorporation and Charter: Four Simple Steps

Incorporation and Chartering Process: General Instructions

Secretaries of State Offices within Mountain Plains Region

Federal EIN – SS-4 Form Information

Chartering with Open Bible Churches, Inc.

501(c)(3) Status

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Administrative Guide

Handling Money Prior to Completing Incorporation and Charter: Four Simple Steps

Fundraising, receipt of money and the disbursement of money prior to completion of state incorporation and charter with Open Bible churches needs to be done in the following manner.

STEP ONE: Establish an agreement with the mother church or an Open Bible church in your district, region or the regional office, who is willing to receive donations for you and issue the tax deductible receipts for you (donations will not be tax deductible unless the checks are written out to and funneled through a 501(c)3 church corporation and treated as designated missions giving). If a local church is unavailable, please consult the regional office for use.

STEP TWO: The church, district or regional office receiving the funds can forward them to you in one check OR if the church is in the same locale and the church is agreeable, you could simply have the church receiving the funds also write out the checks for you using any simple check requisition format they are accustomed to using.

STEP THREE: Church funds need to be deposited in a separate checking account from your personal account. **THIS IS A MUST AND NON-NEGOTIABLE!** Any comingling of funds will demand the church plant process be put on hold for accounting/audit purposes. The church planter will be responsible for the costs associated with this process and not the region or district or mother church.

In the case of the planter's refusal to comply with investigation of failure in complying with this step, the church plant process with the region and district will be ended immediately. Refusal to comply may also lead to a criminal complaint being filed with the local police department by the region or **district offices (planter must initial here _____ that s/he has read, understood and agrees to the stipulations of this clause).**

- a. If you are not incorporated with the state and do not have an EIN number, you may put the primary name of this account as your name and list it as a business account on the bank statements and checks.

- b. If you have your state incorporation and EIN number you can open an account in the name ***of the church even without the Charter being completed however, until the Charter is complete you cannot receive any tax deductible contributions or issue and tax deductible receipts!***

STEP FOUR: Send an accurate accounting of your business checking account to the church who is handling the money for you and the Regional office each month with brief diary describing (phrase or sentence) the purpose of the expenditures.

Incorporation and Chartering Process: General Instructions

Nonprofit incorporation is done with the state in which the church will reside. This is NOT the same as getting your non-profit 501(c)(3) status with the IRS. Your state non-profit incorporation papers will indicate that you are a 501(c)(3) entity, but you will actually gain your official status as a 501(c)(3) entity after your state incorporation process is complete.

For Open Bible affiliated churches, you receive your 501(c)(3) status through or, under the Open Bible Standard Churches group exemption when you charter with Open Bible (see instructions for chartering later in this document). This saves you a great deal of work and resource. The chartering process is simple.

The Bylaws, or Constitution and Bylaws, are the guidelines by which you conduct business in the church. They may need to be filed with the Articles of Incorporation in your respective state. They are in-house legal guidelines that, if written well, will greatly facilitate ministry and prevent legal issues from arising to the detriment of the congregation, the pastor and staff. Open Bible Churches, Inc. provides simple bylaws for church plants. It is the Regional Supervision (also called Partnership at times and in other regions) bylaws model. Though more comprehensive bylaws can be submitted when incorporating, Mountain Plains reserves the right to position the plant for a regional partnership relationship. A church health checklist with critical indicators will be considered for replacing the regional partnership bylaws with a preferred model from the Open Bible Manual or those written on your own and approved by the national board.

When writing bylaws, think ahead to when you or the current leadership is not present in the church: what will happen then if someone wants to abuse power or money. Bylaws are a difficult thing to change significantly, so write them well, write them prayerfully, and write them thoughtfully in regard to clarity of communication and legal issues the first time and you could very well spare the congregation of a future split or legal problem. We advise writing them in consultation with your regional and local leadership teams, respectively.

The process of Affiliation with Open Bible Churches, including incorporation, bylaws, etc. is defined in the Open Bible Manual under the Bylaws and Policies and Procedures sections. This can be downloaded from the Open Bible website at www.openbible.org at the last link under the About Open Bible page.

Secretaries of State Offices Within Mountain Plains Region

Colorado

Department of State
1700 Broadway

Denver, CO 80290

Phone: (303) 894-2200

Website: <http://www.sos.state.co.us/>

Online incorporation forms including link for nonprofits: <http://www.sos.state.co.us/biz/FileDoc.do>

Montana

P.O. Box 202801

Helena, MT 59620

Phone: (406) 444-2034

Fax: (406) 444-3976

TTY: (406) 444-9068

Website: <http://sos.mt.gov/>

Link to nonprofit incorporation information: <http://sos.mt.gov/Business/Forms/index.asp>

Nebraska

P.O. Box 94608

Lincoln, NE 68509-4608

Phone: (402) 471-2554

Fax: (402) 471-3237

Website: <http://www.sos.ne.gov/dyindex.html>

Link to forms and fees information: http://www.sos.ne.gov/business/corp_serv/corp_form.html

New Mexico

New Mexico Capitol Annex North

325 Don Gaspar, Suite 300

Santa Fe, NM 87501

Phone: (800) 477-3632

Corporations department: (505) 827-4508

Website: <http://www.sos.state.nm.us/>

Link to information and fee schedule for domestic nonprofit incorporation:

http://www.sos.state.nm.us/Business_Services/Domestic_NM_for_Non_profit_Corp.aspx

North Dakota

600 E Boulevard Avenue Dept 108

Bismarck ND 58505-0500

Phone: (701) 328-4284, or toll free: (800) 352-0867 ext. 328-4284

TTY: (800) 366-6888

Fax Numbers:

(701) 328-0106 (Business Information, Copies and Certifications of Records, Annual Reports)

(701) 328-2992 (Business Registration Documents)

Email: sosbir@nd.gov

Website: <http://www.nd.gov/sos/>

Link to nonprofit startup in ND: <http://www.nd.gov/sos/nonprofit/registration/corporation/>

South Dakota

500 East Capitol Avenue

Pierre SD 57501-5070

Phone: (605) 773-3537

Fax: (605) 773-6580

Email: sdsos@state.sd.us

Website: <https://sdsos.gov/default.aspx>

Link to Domestic Nonprofit Corporations info:

<http://sdsos.gov/content/html/corporations/corporationpdfs/Pamphlets/nonprofit%20good%20pamphlet.pdf>

Wyoming

State Capitol Building, Room 106

200 West 24th Street

Cheyenne, WY 82002-0020

Phone: (307) 777-7378

Fax: (307) 777-6217

Email: secofstate@wyo.gov

Website: <http://soswy.state.wy.us/>

Link to nonprofit information document: <http://soswy.state.wy.us/Forms/Business/NP/NP-ArticlesIncorporation.pdf>

Federal Employer Identification Number (EIN) SS-4 Form

Contact Information:

Government Office Title: Internal Revenue Service

Web Page: <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Chartering with Open Bible Churches, Inc.

501(c)(3) Status

Call the regional office to receive paperwork and instructions for chartering with OBC, Inc. You get your 501(c)(3) status when you charter with OBC. You do NOT have to do the normal 501(c)(3) application process with the IRS because you gain that nonprofit status under OBC, Inc. s group number.

Obtaining a Charter Application

Contact the office of Mountain Plains Region at (701) 426-5689 or by email (mprobc@comcast.net) to request a charter application form.

What You Must Submit to the Regional Office for Chartering

Charter application

Charter fee

Federally assigned EIN Number

Articles Of Nonprofit Incorporation with the respective Secretary of State s office

And either:

Letter stating you are abiding by the bylaws and policies prescribed for churches in the Open Bible Manual, or...

Copy of your local church bylaws (this demands the process of writing your own comprehensive bylaws)

Liability and Property Insurance

Please call the district and regional offices for referrals to insurance agents and guidelines on securing the right kind of coverage. Insurance companies performance seems to vary from region to region so your district and region offices will know which companies have served churches best. Also,

now is the best time to decide whether or not your church will offer counseling in forms that incur liability as it will affect your premium.

Critical Systems Questions

Do you have in place:

Administrative procedures and legal issues that are necessary to run the corporate side of the church?

An understanding that every ministry, and every group must be outward focused?

Worship ministry?

Relationally based assimilation and discipleship points?

Do you have effective leadership development going on?

Do you have the financial base necessary to handle the costs of weekly rental, equipment needs and costs?

If utilizing children s ministry in your ministry plan, is it running adequately to meet the needs of your target group?

What is your plan for adequately performing criminal background checks on leaders and volunteers serving the needs of children, youth and young adult students?

Do you have adequate service related staffing for ushers, setup and tear down, etc.?

Is your leadership development at a place where you could double or triple in size in all of the areas above that would grow upon the launch of a grand opening?

Do you have enough small group leaders equipped and ready to go to handle a significant increase in size?

Do you have enough children s space and workers to handle a significant increase in size?

Critical Developmental Issues

Where are your values being expressed? Is your spiritual/ministry DNA established and evident?

Which values are not being expressed?

Have you seen evangelism occur through the ministry of people other than the planter and the closest inner core of leadership?

Are these values being expressed by more than the planter and inner core of leadership?

If you are a small group relationally focused church, are your small groups reaching pre-Christian people with a sense of belonging and faith prior to those people coming to the main services? Or are all the people who are seeking a relationship with Jesus coming in through the main events and services?

Are leaders being developed and multiplied or are they simply being identified from pre-existing Christian leaders?

Is your inner core of leadership reproducing themselves

Contacts

Office of Mountain Plains Region of Open Bible Churches, Inc.

Reverend John W. "Bill" Jimenez, Director

11 Stanford Court

Billings, MT 59102

Phone: (406) 927.6809

email: obcmpr@gmail.com

Website: www.openbiblemountainplains.org

Office of Big Sky District

Reverend Ron Rager, Director

302 19th Street West

Billings, MT 59102

Phone: (406) 656-4946

Email: openbiblecc@gmail.com

Office of Dakota District

Reverend Richard D. Rick Brennan, Jr., Director

1846 8th Street

Belle Fourche, SD 57717

Phone: (605) 892-4630

Email: rdbrennan77@yahoo.com

Office of Great Rivers District

Reverend Dead Lindstad, Director

311 Riverside Dr, NE

Huron, NE 57350

Phone: (605) 352-1827

Email: office@huronobc.org

Office of Rocky Mountain District

Reverend Derek W. Sissel, Director

5605 N. Marksheffel RD

Colorado Springs, CO 80923

Office phone: (719) 574-0099

E-mail: pastorderek@gccommunity.org

National Office of Open Bible Churches

2020 Bell Ave.

Des Moines, IA 50315

Phone: (515) 288.6761

Email: info@openbible.org

Website: www.openbible.org

C-1 Sample Coaching Covenant

Mountain Plains Region Church Planting Coaching Covenant

Between Coach and _____ Planter

Values

This coaching relationship will be characterized by the following values:

Accessibility: Coaches will avail themselves to the planter as much as is possible. It is the planter s responsibility to initiate contact with the coach in critical times. Communication will be done primarily through e-mail. Phone appointments & conference calls are made on an as-needed basis.

Communication: The planter, coach, Mountain Plains Region executive director should be included in the information loop on all email communication.

Personal Nurture: If married, the coach named above requires that you have a date with your spouse at least 2 times per month to gain respite from the project. Failure to comply will interrupt the coaching process, until this goal is met.

Honesty: We will speak the truth to one another in love.

Confidentiality: Issues and concerns in a coaching relationship are 95% open to the rest of the team, including the supervisor. In those rare cases where the information is confidential, it will not be shared outside this relationship without prior approval. Exception: If I feel marriage is in trouble or self-destructive behavior is not being attended to, I will ask you to notify your supervisor.

Prayer: We will pray for one another on a regular basis.

Practical Expectation for the Planter

Preparedness: Please be prepared in advance and on time for each appointment. A lack of follow through will delay the coaching appointments until the assignments are completed.

Planting Report submitted by e-mail each month: Failure to submit a report will interrupt the coaching process and any funding.

Practical Expectations for the Coach

2 planned contacts per month*

1 e-contact for encouragement and a brief checkup (i.e. facebook, e-mail, etc.)

1 personal contact for actual coaching (by phone, skype, or in person)

*Details of these contacts, or other unique arrangements will be made between the coach and the planter.

An on-site contact at least once every 6 months.

The length of this coaching covenant is for _____ months beginning in _____, 20____, with the possibility of extension.

Coach _____

Planter _____

PR-1 Sample Planting Report

Church Planting Monthly Report

Instructions: Complete this report monthly and submit by the 5th of the following month. Please submit this report electronically both to your coach and the regional office (mprobc@comcast.net)

Name: Rev. John Q. Public

Church: XYZ Open Bible Church

City: Any Town

State: ND, SD, MT, WY, NE, CO or NM

Date report submitted: April 3, 2014

Date	Meeting & Purpose	Attendance	T&O	
3/2	Weekly semipublic Sunday Celebration Service	42	897.32	
3/9	Weekly semipublic Sunday Celebration Service	44	1,549.00	
3/16	Weekly semipublic Sunday Celebration Service	56	994.67	
3/23	Weekly semipublic Sunday Celebration Service	50	1,625.39	
3/30	Weekly semipublic Sunday Celebration Service	49	1,011.56	
Averages		48.2	\$1,215.58	
3/5, 12, 19, 26	Bible study (18), culinary (6), fly tying (6), food bank (9), crisis pregnancy (7) Life Groups met			
3/14-15	Leadership development seminar	23		
3/1, 8, 15, 22, 29	Weekly prayer meeting	16		

Comments: The Spirit of God worked mightily among us in the month of March. As you can see above, we were strong in the critical success indicators of attendance and income, but even more importantly, we were able to lead 7 souls to Christ between the 3/2 and 3/9 services and, furthermore, were immediately able to plug them into the Bible study Life Group. The Leadership Development seminar held Friday evening March 14 and Saturday morning March 15 (concluding with lunch) exceeded our goals. Our presenters – Bill and Wanda Jimenez, Great Rivers District Directors – did a great job as they spoke from the wealth of their 40+ years in the ministry. We are still receiving feedback from our leaders (particularly on the issue of marital quality) of how much this impacted them. And, finally, our body is displaying a marked deepening in their entering into worship. This is evidenced in the corporate interaction with the Lord and the growing intensity in discipleship behaviors in their personal lives.

Most recent benchmark(s) achieved: exceeded the 20 persons goal in attendance to the 3/11-12 seminar; monthly T&O reached AND exceeded our goal of \$5,000.00; 67% of our constituents are involved in a Life Group (we've some who are participating in more than one group)... 33% higher than projected.

Finances

Starting Balance: \$11,498.32

Income

MVP: 700.00

Regional giving plan (500.00)

XYZOBC giving plan (200.00)

Other Support: 5,850.00

Outside donor pledges (1,100.00)

Mother church salary support (4,000.00)

Regional match funds (750.00)	
Tithes & Offerings:	6,077.94
TOTAL INCOME:	\$12,627.94
Expenses	
Administration:	553.27
Comcast Business Plus package (Internet, office phone, cable bundle) (180.00)	
Verizon Wireless - church cell phones (60.00)	
Office snacks (9.27)	
5% (304.00)	
XYZ Growth Fund:	610.00
Disbursement to US Bank Financial Group for market-linked CD (610.00)	
Outreach:	100.00
Lunch for Food Bank Life Group and local food bank staff, 3/21 (100.00)	
MVP:	500.00
Disbursement to HQ in Des Moines (500.00)	
Disbursement to local food bank (200.00)	
Building rent:	800.00
Disbursement to ABC Properties, LLC. (800.00)	
Training:	750.00
Lunch (150.00)	
Speaker honorarium (250.00)	
Speaker travel (300.00)	
Salary:	4,000.00
Health insurance (400.00)	
Housing (2,500.00)	
Roth IRA retirement (500.00)	
Salary (200.00)	
Tithe (400.00)	
Utilities:	240.00
Tri-State Utilities All-in-One service (gas, water, trash, electricity)	
TOTAL EXPENSES:	\$7,553.27
Ending Balance:	\$16,572.99
Notes:	

PAFS-1 Sample (to be included in proposal, or a similar accounting for the first three years worth of planting activities and funding)

XYZ Open Bible Church Planting Activities and Funding Schedule

Date	Benchmark	Church Raised \$	Regional Match	Total Funds
11/2014	1. Move to church plant target community 2. Secure advisory team of seasoned and respected	\$3,000.00	\$2,500.00	\$5,500.00
1/2015	3. Develop core team of 15 4. Secure at least 10	\$1,000.00		\$6,500.00
3/2015	5. Begin launch team development (25 member goal) 6. Complete any required training 7. Begin incorporation process with state 8. Begin charter process	\$2,000.00	\$3,000.00	\$11,500.00
5/2015	9. Leadership team to develop Life Groups of 10-15 with 3X monthly contact 10. Launch team growth to 30 11. Identify key worship, admin, assimilation and other vital ministry staff 12. Purchase church insurance 13. Work with region coach	\$3,000.00	\$1,000.00	\$15,500.00
7/2015	14. Leadership training for vital ministries 15. Community outreach; participants to invite 2	\$5,000.00	\$1,000.00	\$21,500.00
10/2015	16. Train Life Group leaders in small group dynamics; 10-15 groups weekly 17. Identify and train	\$6,000.00		\$27,500.00
1/2016	18. Launch/Leadership team of 60 meeting biweekly 19. Outreach with goal of 200 community connections 20. Establish respondent-based 6 month outreach	\$10,000.00		\$37,500.00
2/2016	21. Purchase essential equipment 22. Secure new meeting/launch site 23. Preview service #1 with goal of 300 invites and 100	\$5,000.00	\$750.00	\$43,250.00
3/2016	24. Preview #2: goals of 300 more invites and 140 in attendance	\$6,000.00	\$750.00	\$50,000.00
4/2016	26. Public launch with goal	\$6,000.00	\$1,000.00	\$57,000.00