

Midwest Latin American District



GUIDELINES FOR DISTRICT HOME MISSIONS AND SUPERVISED CHURCHES

*A guide to inform and equip church planters
for effective church planting and administration*

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Forms and samples are reproducible for use in your meetings and communications with the Minnesota District Council and its representatives.

Superintendents Letter

Dear Pastor,

It is great to have you on board as a leader of a District Affiliated Church. There are a lot of people who are unable to work in this type of environment. At this point in their lives they may not be able to put forth the kind of commitment it takes to be in a church with this status. It is an exciting place to grow a church and ministry.

New areas of ministry always create questions that affect our lives and ministry. As you walk into this area of ministry, you may find many areas that are very difficult for you. God has a plan for you and your ministry in this church. He will help you create visions and dreams for the future. We look forward to seeing how God uses you to develop this new outreach.

We have many special guidelines that we would ask you to become acquainted with in this manual to properly operate a District Affiliated Church. Each item is important in its own setting and can be used or copied as needed to make your ministry flow more smoothly in the right direction. The board of your church is different from the boards of the average church. Your board will consist of people that do not necessarily attend your church. Make sure they are aware of the dates of your board meetings well in advance because they are responsible for other ministries.

We believe this manual will be a wonderful tool to help you become all that God wants you to be. Thank you for your cooperation and may the Lord bless you as your church begins to grow and reaches a place of self-governing. We are excited with you for this opportunity.

God bless you,

Clemente Maldonado, Jr.

Clemente Maldonado, Jr.
District Superintendent

Organization

The Supervision of the Midwest Latin American District Assemblies of God Home Mission's program is the responsibility of the District Home Missions Steering Committee. This committee consists of the District Superintendent, District Secretary/Treasurer and District Home Missions/Ministerial Enrichment Director.

Each section in the Midwest Latin American District has a Sectional Home Missions Committee. This committee consists of the Sectional Presbyter, the Sectional Home Missions Representative and other individuals who may be added to this committee as desired and/or needed.

The District Steering Committee in conjunction with and consultation with each Sectional Home Missions Committee shall be responsible for the planning, planting and supervising of new church plants, District Supervised churches, District Affiliated churches as needed, and other Home Missions ministries.

The goal and strategy of these supervising and authorizing agencies is to identify the ***right person*** for the ***right place*** at the ***right time*** and to ensure as much as is possible that they do the ***right things***.

Detailed description of the composition and function of these committees and administrative guidelines are outlined in the District Council by-laws under Article VIII. World Missions, Section 2, subsections c-f.

Application Process

Initiation of a new church plant is the prerogative of the District Home Missions Steering Committee, the Sectional Home Missions Committee, a local church with a desire to “mother” a new church, or any individual with a clearly defined vision for a new church.

Those who desire to open a new assembly shall contact the District Home Missions Steering committee or the Sectional Presbyter from the section where the proposed site is located. The *Application to Establish a New Church** must be filled out and presented to the District Home Missions Director and/or the Sectional Presbyter for presentation to the Sectional Home Missions Committee for consideration and possible approval. The Sectional Home Missions Committee will make a recommendation for approval to the District Steering Committee and subsequently to the District World Missions Committee (Presbytery).

The neighboring pastors in the community or neighboring communities of the proposed church plant shall be informed of and given opportunity for input to the proposal. A commitment must be given to them and solicited from them to work in cooperation with one another as much as possible. Members or adherents of neighboring assemblies shall not be recruited directly or indirectly except with the consent of their home pastor.

The Sectional Home Missions Committee in consultation with the District Steering Committee will have the responsibility of selecting and/or recommending the appointment of the pastor of the proposed work and present their recommendation to the District World Ministries Committee for final approval.

Prospective church planters may be asked to meet with the district/sectional assessment team to identify their compatibility with church planting work and to provide a basis for developing a leadership team to work with the church planter. As a part of the assessment process the prospective church planter may be asked to complete a variety of personal profiles (i.e. Spiritual Gifts inventory, DiSC profile, Myers-Briggs Type Indicator, etc).

The prospective church planter/pastor will be required to solicit a *Presbyters Reference** from his existing presbyter and a *Personal Reference** for presentation to the District Home Missions Director or presbyter of the section in which the work will be started. Copies of these references will be forwarded to the District Steering Committee and District World Missions Committee.

***Samples of these forms on following pages. Additional forms may be obtained from the District Office.**

APPLICATION TO ESTABLISH A NEW CHURCH

Instructions: Please fill out completely and return the Midwest Latin American District Office. The application will be forwarded to the Sectional Home Missions Committee for the section in which the proposed church is to be planted.

**Home Missions Department
Midwest Latin American District Office of A/G
5233 W. Diversey Avenue
Chicago, IL 60639-1501**

Date _____

Applicant _____

Presbyter _____ (where you presently reside and/or minister)

Location of proposed church _____

1. Name all A/G, Pentecostal/Charismatic churches within 5-mile radius. Please provide names of churches and pastors.

Church Name

Pastor

2. Why do you believe this is a good location for a church?

3. Approximate population of the community within a 10 mile radius. _____

4. Do you have a group of people interested in helping in this new work? Yes _____ No _____ If yes, explain who they are and their commitment to the new work.

How many Adults? _____ Are they presently in neighboring A/G churches? Yes _____ No _____

5. Approximately how much monthly financial assistance can you expect from your people?

Monthly _____ Annually _____

How much financial support do you feel you will need for your family on a monthly basis? _____

6. Is there a meeting place available? Yes _____ No _____

What type of building is it?

Monthly Rent? _____

Have you made any commitments for purchase or lease of property? Yes _____ No _____

7. Are you in full cooperation with the Midwest Latin American District Council or your present District Council if other than the Midwest Latin American District at the present time? Yes _____ No _____
General Council? Yes _____ No _____

8. Are you willing to cooperate with the nearby Assembly of God pastors? _____

Sectional Presbyter? _____ Sectional Home Missions Committee? _____

Decade of Harvest Steering Committee? _____

HELP US UNDERSTAND YOU BETTER

1. Family information:

Name of spouse _____

Names and ages of children:

Name	Age
_____	_____
_____	_____
_____	_____
_____	_____

2. Are there any other dependents that live in your home? Yes _____ No _____ If yes, please explain.

3. Present place of employment/ministry:

From _____ to present
Month/Year

Address _____
Street City State Zip Phone

Approximate Salary_____ (annually) Job Title_____

4. Previous place of employment:

Address_____

Street City State Zip Phone

Approximate Salary_____ (annually) Job Title_____

5. Please list any other positions held in the last 5 years.

Name of Church/Company Type of Work Date of Employment

6. Please provide the names, addresses and phone numbers of three people that have served as members of the board in churches you have served. If you have not served as a pastor or in a staff ministry, please provide the names of your supervisors in your last three jobs.

Names Church/Company Address Phone

7. Have you served in the military? _____ Branch_____ Date Entered_____

Date Discharged? _____ Highest Rank_____

8. What is your present estimated indebtedness? _____

NOTE: Please provide information, type written, and on added sheets of paper for questions 9 through 13.

9. On an added sheet of paper please provide your present monthly family budget and proposed monthly family budget as a Decade of Harvest Pastor. Please include any outside sources of income that will continue to come to you as a DOH Pastor.

10. On an added sheet of paper please provide information concerning your call into the ministry. We would also like to hear from your spouse and teen-age children concerning their call or view of your calling.

11. Habakkuk 2:2 says, "Write the vision and make it plain upon tablets, that he may run that readeth it." Do you have a clear cut vision that is easy to understand and get behind? And if you do, please detail it for us on an added sheet of paper.

12. What is your present philosophy of ministry and how does it relate to the vision and new church planting? Please detail on an additional sheet of paper.

13. In your opinion what are your 5 major strengths and your 5 major weaknesses.

Signed _____ Date _____

Credentials: Ordained _____ Licensed _____ Christian Worker _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (Home) _____ (Work) _____

AUTHORIZATION AND RELEASE

Having filed an application for planting a church in the Midwest Latin American District Council of the Assemblies of God, I consent to have an investigation made as to the conduct of my personal affairs, my moral character, professional reputation and fitness for the church planting ministry and such further information as may be received by or reported to the Minnesota Decade of Harvest Committee Steering Committee and/or Sectional Home Missions Committee. I agree to give any further information which may be required in reference to my past history.

I authorize and request every person, firm, company corporation, governmental agency, court, association, church, educational facility, or institution having control of any documents, records, and other information pertaining to me, to furnish, orally or in written form, to the Midwest Latin American District Council of the Assemblies of God any such information, including documents, records or other information regarding charges or complaints filed against me, formal or informal, pending or closed, and to permit the Midwest Latin American District Council of the Assemblies of God or any of its agents or representatives to inspect and make copies of such documents, records, and other information. I shall have the right to inspect or review any information provided to the Midwest Latin American District Council of the Assemblies of God, its agents or representatives by any person or organization.

I hereby release, discharge and exonerate the Midwest Latin American District Council of the Assemblies of God, its agents and representatives and any person furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information or the investigations made by or on behalf of the Midwest Latin American District Council of the Assemblies of God. The Midwest Latin American District Council of the Assemblies of God shall not be required to verify any information received during the course of its investigations, and shall not be liable for acting on the basis of any information which later appears to have been false or incomplete.

I further agree to indemnify and hold harmless the Midwest Latin American District Council of the Assemblies of God and any person, firm, company, corporation, governmental agency, court, association, church, educational facility, or institution furnishing such information, pursuant to this Release, from any and all claims or causes of action resulting from said disclosure, and against all expenses, including reasonable attorney's fees, incurred in connection therewith.

I have read and signed the foregoing Authorization and Release as my own free act and deed.

(Applicant's Signature)

PRESBYTER'S REFERENCE

(Where applicant works or resides.)

Instructions: Please mail to your present presbyter to be filled out and returned to the Midwest Latin American District Office. The reference will be forwarded to the Sectional Home Missions Committee.

**Home Missions Department
Midwest Latin American District Council of the Assemblies of God
5233 W. Diversey Avenue
Chicago, IL 60639-1501**

Date _____

Applicant _____

Section _____

Presbyter _____

_____ has made application applicant's name to plant a church in the Midwest Latin American District. As the applicant's Sectional Presbyter, you are requested to help us understand the applicant better. Your opinion regarding the applicant's qualifications and adaptability to the new church planting ministry is valuable. Thank you for taking the time to complete this form as fully as possible and returning it to us in the enclosed envelope. Your reply will be regarded as confidential.

1. How well have you known the applicant? ____ Personally ____ Socially ____ Casually

2. How would you describe the applicant's marriage?

____ Very Well Adjusted

____ Strained

____ Well Adjusted

____ Very Strained

____ Adjusted

____ Don't Know

3. Would you say the applicant is disciplined? _____ Yes _____ No

4. How would you describe the applicant's children?

____ Very Well Behaved

____ Poorly Behaved

____ Very Behaved

____ Very Poorly Behaved

____ Average

____ Don't Know

5. If you assigned the applicant responsibilities would you indicate your response by circling the appropriate number on the scale below.

	<u>Very</u>		<u>Not Very</u>		<u>Don't Know</u>	
Teachable	1	2	3	4	5	6
Loyal	1	2	3	4	5	6
Sincere	1	2	3	4	5	6
Dependable	1	2	3	4	5	6
Able to Inspire Others	1	2	3	4	5	6
Capable	1	2	3	4	5	6
Spiritual Maturity	1	2	3	4	5	6
Ability to Keep a Confidence	1	2	3	4	5	6
Cooperation with Section	1	2	3	4	5	6
Cooperation with District	1	2	3	4	5	6

6. Is the applicant's call in the ministry of church planting evident to you? ☐ Yes ☐ No
How is this call evident? _____

7. Please circle all the words below which you believe accurately describe the applicant:

Timid	Gentle	Impatient	Modest	Impulsive
Nervous	Loving	Tactful	Socially Awkward	Intelligent
Mature	Sarcastic	Patient	Angry	Insecure
Deliberate	Congenial	Stubborn	Studious	Verbal
Kind	Selfish	Secure	Considerate	Relaxed
Abrasive	Trustworthy	Motivated	Organized	Compassionate

8. Would you without hesitation recommend that the applicant be appointed to plant a Home Missions Church? ☐ Yes ☐ With Reservation ☐ No ☐ Don't Know

Further Comments _____

INFORMATION RELATIVE TO APPLICANT'S SPOUSE

Name of Spouse: _____

- How well have you known the applicant's spouse? ☐ Personally
☐ Socially ☐ Casually
- Are you related to the applicant's spouse? ☐ Yes ☐ No
- Do you believe he/she is well suited for the church planting ministry? ☐ Yes ☐ No

4. Further comments: _____

5. In your opinion does the applicant's spouse participate in worship?
___Always ___Often ___Seldom ___Never ___Don't Know

6. Would you describe him/her as disciplined? ___Yes ___No

7. If you assigned him/her responsibilities would you indicate your response by circling the appropriate number on the scale below.

	<u>Very</u>			<u>Not Very</u>			<u>Don't Know</u>		
Teachable	1	2	3	4	5	6			
Loyal	1	2	3	4	5	6			
Sincere	1	2	3	4	5	6			
Dependable	1	2	3	4	5	6			
Able to Inspire Others	1	2	3	4	5	6			
Capable	1	2	3	4	5	6			
Spiritual Maturity	1	2	3	4	5	6			
Ability to Keep a Confidence	1	2	3	4	5	6			
Cooperation with Section	1	2	3	4	5	6			
Cooperation with District	1	2	3	4	5	6			

8. Please circle all the words below which you believe accurately described him/her:

Timid	Gentle	Impatient	Modest	Impulsive
Nervous	Loving	Tactful	Socially Awkward	Intelligent
Mature	Sarcastic	Patient	Angry	Insecure
Deliberate	Congenial	Stubborn	Studious	Verbal
Kind	Selfish	Secure	Considerate	Relaxed
Abrasive	Trustworthy	Motivated	Organized	Compassionate

9. Further Comments _____

Presbyter's Signature _____ Date _____

PERSONAL REFERENCE

Instructions: Please give to a friend or acquaintance (not a relative) to be filled and returned to the Midwest Latin American District Office. Reference will be forwarded to the Sectional Home Missions Committee.

**Home Missions Department
Midwest Latin American District Council of the Assemblies of God
5233 W. Diversey Avenue
Chicago, IL 60639-1501**

Date _____

Applicant _____

Name _____

Address _____

Street City Zip

Phone _____

_____ has made application with the Midwest Latin American
(Applicant's Name)

District Council of the Assemblies of God to plant a Home Missions church. You have been selected by the applicant as a reference. As one acquainted with the applicant we ask you to express your opinions regarding the applicant's qualifications to plant a new church. We value your judgment and cooperation. Thank you for taking the time to complete this form as fully as possible and for returning it in the enclosed envelope. Your reply will be regarded as confidential.

1. How well have you known the applicant? ___Personally ___Socially ___Casually
2. Are you related to the applicant? ___Yes ___No
3. How would you describe the applicant's marriage?
____Very Well Adjusted _____Strained
____Very adjusted _____Very Strained
____Adjusted _____Don't Know
4. Would you say the applicant is disciplined? ___Yes ___No

5. How would you describe the applicant's children?

_____Very Well Behaved

_____Poorly Behaved

_____Well Behaved

_____Very Poorly Behaved

_____Average

_____Don't Know

6. Is the applicant's call into the ministry clear to you? ____Yes ____No

7. Please define the applicant's call as you see it_____

8. If you assigned the applicant responsibilities would you indicate your response by circling the appropriate number on the scale below.

Very Not Very Don't Know

Teachable	1	2	3	4	5	6
Loyal	1	2	3	4	5	6
Sincere	1	2	3	4	5	6
Dependable	1	2	3	4	5	6
Able to Inspire Others	1	2	3	4	5	6
Capable	1	2	3	4	5	6
Spiritual Maturity	1	2	3	4	5	6
Ability to Keep a Confidence	1	2	3	4	5	6
Cooperation with Section	1	2	3	4	5	6
Cooperation with District	1	2	3	4	5	6

9. Please circle all the words below which you believe accurately describe the applicant:

Timid	Gentle	Impatient	Modest	Impulsive
Nervous	Loving	Tactful	Socially Awkward	Intelligent
Mature	Sarcastic	Patient	Angry	Insecure
Deliberate	Congenial	Stubborn	Studious	Verbal
Kind	Selfish	Secure	Considerate	Relaxed
Abrasive	Trustworthy	Motivated	Organized	Compassionate

10. Would you without hesitation recommend that the applicant be appointed to plant a Home Missions church? ____Yes ____With Reservations ____No ____Don't Know

11. Further Comments_____

INFORMATION RELATIVE TO APPLICANT'S SPOUSE

Name of Spouse_____

1. How well have you known the applicant's spouse? ___Personally ___Socially ___Casually
2. Are you related to the applicant's spouse? ___Yes ___No
3. Do you believe he/she is well suited for the church planting ministry?
___Yes ___No Further Comments_____
4. In your opinion does the applicant's spouse participate in worship? ___Always
___Often ___Seldom ___Never ___Don't Know
5. Would you describe him/her as disciplined? ___Yes ___No

If you assigned him/her responsibilities would you indicate your response by circling the appropriate number on the scale below.

	Very	Not	Very	Don't	Know
Teachable	1	2	3	4	5 6
Loyal	1	2	3	4	5 6
Sincere	1	2	3	4	5 6
Dependable	1	2	3	4	5 6
Able to Inspire Others	1	2	3	4	5 6
Capable	1	2	3	4	5 6
Spiritual Maturity	1	2	3	4	5 6
Ability to Keep a Confidence	1	2	3	4	5 6
Cooperation with Section	1	2	3	4	5 6
Cooperation with District	1	2	3	4	5 6

Please circle all the words below which you believe accurately describe him/her:

Timid	Gentle	Impatient	Modest	Impulsive
Nervous	Loving	Tactful	Socially Awkward	Intelligent
Mature	Sarcastic	Patient	Angry	Insecure
Deliberate	Congenial	Stubborn	Studious	Verbal
Kind	Selfish	Secure	Considerate	Relaxed
Abrasive	Trustworthy	Motivated	Organized	Compassionate

Further comments_____

Signature_____ Date _____

Pre-Launch Training and Coaching

A pre-launch training (Boot Camp/Church Planting School) opportunity will be provided cooperatively by the District and Section. The church planter and his/her spouse must attend this event. Details regarding the training will be coordinated by and with the District Home Missions Director. Training materials* for the event will be provided to the Church Planter and Coach through funds from BGMC (Boys and Girls Missionary Crusade). The church planter is expected to work through the training materials prior to attendance at the training event.

A church planting coach will be made available to the church planter. The District Home Missions Director and church planter will work together in identifying and assigning an appropriate coach. The church planter's coach will be expected to attend the pre-launch training event with the church planter and spouse.

Funding for the pre-launch training will be the responsibility of the District Home Missions Steering Committee and the Sectional Home Missions Committee.

*Pre-launch materials being used are:

For the church planter:

- *Boot Camp Manual*
- *Hispanic Realities by Daniel Sanchez, Phd*
- *ABC's of Natural Church Development by Christian Schwartz*
- *Church Planting Movements by David Garrison*
- *Uniquely You Profile*

For the church planter's coach:

- *Boot Camp Manual*
- *Hispanic Realities by Daniel Sanchez, Phd*
- *ABC's of Natural Church Development by Christian Schwartz*
- *Church Planting Movements by David Garrison*
- *Uniquely You Profile*

Financial Assistance

The District and Sectional Home Missions Committees will provide assistance in establishing and supervising the financial requirements of the new church. The District and Sectional Committees shall assist in providing adequate support for the church planter. There are four main streams of funding for new churches planted in the Midwest Latin American District:

- Church planter's personal resources (i.e. support from personal relationships—family and friends, BI-vocational opportunities, etc.)
- Offerings received from the core group/developing church
- Funding from the Sectional Home Missions Committee/Churches
- Funding from the District Home Missions Department

The church planter shall present a budget for the new church to the Sectional Home Missions Committee. The church planter shall be expected to assist in the raising of adequate support for the work by itinerating within the section of the church plant. Itineration outside of the section must be approved by the District Steering Committee and the Sectional Presbyter of the section in which itineration is being solicited.

The District Home Missions Steering Committee will provide financial assistance based upon the availability of funds in the District Home Missions Fund and as requested by the Sectional Home Missions Committee.

Additional assistance is available from Speed-the-Light (contact District Youth Director), Boys and Girls Missionary Crusade/BGMC (contact District CE Director), District Women's Ministries (contact District Women's Director) and Light for the Lost (contact District Men's Director).

Financial assistance from the Sectional Home Missions Accounts and/or the District Home Missions Accounts will be processed from the District Office on the 10th of each month. Checks will not be authorized unless the *Pastor's Monthly Progress Report** is received at the District Office by the 6th of each month. No more than a maximum of two months support will be allowed for late reports (i.e.--if the reports for two months are received, two months support will be given; if three months reports are received together only two months support will be authorized).

Each Home Missions church is asked and expected to support the Sectional and/or District Home Missions Funds as able and as soon as possible. As each Home Missions church receives assistance from the various national/district departments it is expected that each Home Missions church will as soon as possible begin supporting the missions programs of the various national/district departments.

Pastor's Monthly Progress Report

For the month ending: _____ - _____

Please send one copy to: HM/DOH Department, Midwest Latin American District Office, 5233 W. Diversey Avenue, Chicago, IL 60639; one copy to your Sectional Presbyter and one copy to your Sectional Home Missions Representative. Your monthly support check will be mailed on the 10th if your report is received by the 6th.

Church: _____ Pastor: _____
Address: _____ City: _____ State: _____ Zip: _____

Attendance Report

	Week 1	Week 2	Week 3	Week 4	Week 5	Average
Sunday School						
Sunday AM (adults)						
Children's Church						
Sunday AM Totals						
Sunday PM						
Mid-week (adults)						
Youth						
Children						
Mid-week Totals						
Nursing Home						
Men's Meetings						
Women's Meetings						
Other						
Grand Total						

Ministry

Decisions for Christ: _____ Water Baptisms: _____ Holy Spirit Baptisms: _____ New Members: _____
Visitors: _____ Funerals: _____ Baby Dedications: _____ Weddings: _____

Visitations

New Contacts: _____ Constituents: _____ Hospital: _____

Special Services

<u>Missions:</u>	<u>Evangelist/Outreach:</u>	<u>Holiday:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Church Finances

Income _____	Disbursements _____
Tithes/Offerings _____	Pastor's Support _____
Missions _____	Rent/Mortgage _____
Section/District _____	Utilities _____
Building Fund _____	Insurance _____
Other _____	Missions _____
	Ministry Expense _____
	Other _____

Church Finances Totals

Ending Balance (last month)	_____
Total Income	_____
Subtotal	_____
Total Disbursements	_____
Ending Balance	_____
Savings Account Balance	_____

Accountability

1. I have contacted my Presbyter this month.
2. I have paid my tithes this month.
3. I have spent adequate time with my family this month.
4. I have been faithful in my spiritual disciplines (devotions, prayer, study, etc).
5. I have scheduled and conducted a church board meeting. Date: _____

Yes	No	Could Improve
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

News and Notes – Requests and Rejoicing

Signed by: _____

Date: _____

Church Administration

The official board of the new church will consist of the Pastor, who will serve as the chairman, the District Superintendent or his designate and the Sectional Presbyter or his designate and other members as approved by the sectional and district home missions committees. An advisory committee from the laity of the new work may be established as necessary. The advisory committee will be appointed by the official board which may include a financial secretary when available.

The above mentioned Official Board of the new church shall take the necessary steps to incorporate before the official opening of the church or as soon as possible after the church has been officially opened. It is recommended the official board adopt the recommended Constitution and By-Laws provided by the District (Computer Disc is included with these Guidelines). The District Secretary/Treasurer or the District Home Missions Director will provide any necessary assistance with incorporation.

Initial insurance coverage, property and liability, can be purchased, upon request, at a reasonable cost through the District's Multi-Peril insurance policy. Insurance coverage by the church should be acquired as soon as possible. The District Secretary/Treasurer should be informed immediately when the church secures its own insurance.

The church shall cause a copy of its important corporate records to be kept on file at the District Office. Such records shall include, but not be limited to the current:

- Articles of Incorporation
- Constitution and/or Bylaws
- Annual Financial Reports
- Copies of Property Deeds
- Completed Annual Church Ministries Reports (ACMR) required by the General Council
- Any Amendments made to the Articles of Incorporation, Constitution and Bylaws
- Proof of Liability Insurance
- Federal Employer Identification Number

The church shall apply for State tax exempt status and apply for State sales tax number with their State. Application should also be made for a Federal Employer Identification Number. *

The following tools/samples* * are offered to assist the pastor in effective management of the church:

- Agenda for Board Meetings
- Monthly Agenda Planner
- Monthly Financial Report
- Minutes of the Monthly Board Meeting
- Weekly Offering and Attendance Report

***The application forms are included in the appendix. Additional forms may be obtained through the District Office.**

****These tools/samples are found in the appendix.**

Reporting Procedures

Monthly minutes and financial reports* are to be prepared and distributed to the official board.

Pastor's Monthly Progress Reports are to be prepared and mailed to the District Home Missions Steering Committee, to the Sectional Presbyter and to Sectional Home Missions Representative. Financial assistance checks will not be mailed without receipt of this report. No more than two months support will be issued. If reports for three months are received together, only two months support will be issued.

The *Annual Church Ministries Report* (ACMR) will be mailed to you from the General Council of the Assemblies of God. Complete this form from the General Council at year end and return it to the address indicated on the ACMR.

The *Annual Ministry Self-Study** * should be completed by the pastor and the board and/or advisory committee. This form should be completed and prepared for presentation to the Sectional Home Missions Committee as a part of the annual review and renewal/appointment process. The timing of this report will be determined by the initial start date of the new work.

***Samples are in the appendix.**

****This form is on the following page. Please copy/reproduce or contact the District Office for additional copies.**

Annual Ministry Self Study

INSTRUCTIONS: The pastor and board and/or advisory committee shall complete this form and present it to the Sectional Home Missions and District Steering Committee prior to the annual review.

CHURCH NAME _____

DATE: _____

SECTION: _____

This evaluation was prepared by the following members of the church board and/or advisory committee
(Please sign your name by the proper position.)

Vice Chairman

Board Member

Secretary

Board Member

Treasurer

Board Member

Pastor

Board Member

OUR MINISTRY TO OTHERS:

1. Does our church participate in District Missions Giving (Home & Foreign)?
____ Yes, \$ _____ year to date _____ No
2. Does our church participate in giving to Sectional Home Missions Projects? _____ Yes, _____ No
\$ _____ year to date
3. Did you have a Missions Convention, with personal faith promises this year?
____ Yes, amount pledged \$ _____
amount last year \$ _____
difference \$ _____
____ No

DEFINING YOUR COMMUNITY:

4. Community trends (e.g. construction, land development, population shift, etc.)

5. List and prioritize the needs within the community:

6. Using the chart below, describe the demographic nature of the area around our church within a five mile radius the first year of each new pastor's tenure and every two (2) years after that. To obtain statistics on the kinds of people groups in the area, contact a real estate office. Chamber of Commerce, public library or PERCEPT (800/442-6277).

<u>Ethnic Group</u>	<u>Percent (%)</u>	<u>Ethnic Group</u>	<u>Percent (%)</u>
African American	_____ %	Asian	_____ %
Caucasian	_____ %	Hispanic	_____ %
Native American	_____ %	Other	
_____	_____ %	_____	_____ %
_____	_____ %	_____	_____ %

7. Number of visitors this year-to-date: _____
- a. How many were first-time, local visitors? _____
- b. How many came at least three times? _____
- c. How many become regular attendees? _____
8. Number of new Christians this year-to-date: _____
9. Number of people baptized year-to-date
- a. in water _____
- b. in the Holy Spirit _____
10. Number of new members this year-to-date? _____
- What percent are new converts? _____ %
11. Number of people involved in outreach ministries _____
- Percent of regular adult attendees _____ %
12. Training program used for outreach ministries?
- _____
13. Number of regular giving households (individuals/family)? _____
14. Rate the strength of the following ministries in our church:

<u>Ministry</u>	<u>Absent</u>	<u>Weak</u>	<u>OK</u>	<u>Strong</u>
a. Sunday School	0	1	2	3 4 5 6 7 8 9 10
b. Nursery	0	1	2	3 4 5 6 7 8 9 10
c. Children's Ministries				
Children's Church	0	1	2	3 4 5 6 7 8 9 10
Missionettes	0	1	2	3 4 5 6 7 8 9 10
Royal Rangers	0	1	2	3 4 5 6 7 8 9 10

d. Youth	0 1 2 3 4 5 6 7 8 9 10
e. Singles	0 1 2 3 4 5 6 7 8 9 10
f. Seniors	0 1 2 3 4 5 6 7 8 9 10
g. Men's Ministries	0 1 2 3 4 5 6 7 8 9 10
h. Women's Ministries	0 1 2 3 4 5 6 7 8 9 10
I. Family Ministry	0 1 2 3 4 5 6 7 8 9 10
j. Church Services	
Sunday A.M.	0 1 2 3 4 5 6 7 8 9 10
Sunday P.M.	0 1 2 3 4 5 6 7 8 9 10
Mid-week	0 1 2 3 4 5 6 7 8 9 10
k. Cell Groups	
(prayer/fellowship)	0 1 2 3 4 5 6 7 8 9 10
l. _____ (other)	0 1 2 3 4 5 6 7 8 9 10

DEVELOPING OUR FUTURE MINISTRY

15. Who is our "target group"? Who are we called and best equipped to reach?

- a. Which of their "felt needs" can we most successfully address?

- b. What could our church change to appeal better to these people? (e.g. time and length of meeting, music style; preaching length, style and content; program emphases, kinds of promotion)

- c. How will we prepare our present congregation for this?

d. How will we attract new people? What evidence do we have that it will work?

e. How will we assimilate the visitors when they come?

OTHER DETAILS

16. List/describe facility repairs or remodeling needed:

17. Is your Risk Management Policy in place, and are you following it? ____Yes ____No
(if not followed, you are exposing yourself to tremendous liability)

Describe_____

When completed, please mail a copy of this self-study to your Sectional
Presbyter/Sectional Home Missions Committee and a copy to the District Steering
Committee.

Continuing Education Requirements

The District Office in conjunction with the Continuing Ministerial Development Committee plans and conducts Ministry Enrichment Workshops. The workshops provide personal training for the pastors in the practical aspects of ministry.

Pastors of churches under the supervision of the Sectional and District Home Missions Committees are required to attend two of the three workshops annually. Regular attendance at these workshops is expected for continuation of District and Sectional Home Missions financial support.

Each pastor is encouraged to participate in the Ministry Enrichment Workshops offered during the following District events:

- District Councils or Conventions
- Women's Conference
- Youth Convention

Financial assistance may be available to facilitate participation in these events.

It is strongly recommended that each pastor be part of a Ministry Group where you can share with fellow ministers. Facilitating of a mentoring relationship is available and encouraged. Please contact your Sectional Presbyter for assistance in facilitating and securing additional mentors as needed.

Annual Review

Each church planter or District appointed pastor of a district supervised church will be appointed to a three year term to be reviewed annually with a recommendation to be made for renewed appointment every three years.

There shall be an annual review of the church planter by the Sectional Home Missions and District Steering Committee . The *Annual Ministry Self Study* should be completed and presented to the District Steering Committee and the Sectional Home Missions Committee prior to the annual review.

The Sectional Committee and District Steering Committee will make a recommendation to the District World Missions Committee (Presbyters) to renew or discontinue the appointment of the home missions or district appointed pastor.

Appendixes

Agenda Format. The Pastor should prepare and reproduce for each Board Member a written agenda for each meeting.

Agenda

AGENDA FOR BOARD MEETINGS

Name of the Church: Peaceville First Assembly of God

Date: _____ Time: _____

REQUIRED AGENDA ITEMS AT EACH MEETING

- I. Scripture and Prayer
- II. Minutes of Prior Board Meeting
- III. Pastor's Report
 - A. **Spiritual Life of the Church**
 - B. **Update progress report on fulfilling goals agreed on in last meeting**
 - C. **Statistical review for month since last board meeting**
 - **Morning worship attendance**
 - **Sunday School attendance**
 - **Evening Worship attendance**
 - **Departmental and Mid-Week attendance**
 - **Adult**
 - **Youth**
 - **Children's**
 - **Other**

IV. Financial Report *(Treasurer provides a copy for each Board Member).*

- A. Review of General Fund and Balances
- B. Review of Missions Fund and Balances
- C. Review of Special Funds and Balances
- D. Review of all other Accounts (Building, Department, etc.)

V. Unfinished Business

- A.
- B.
- C.

VI. New Business

- A.
- B.
- C.

<p style="text-align: center; font-size: 48px; opacity: 0.3;">Sample</p> <p>Date for next Board Meeting</p>
--

VII. Adjournment

*Additional church board agenda items:
Mandatory items for monthly review
(see next page)*

Monthly Agenda Planner

Monthly Agenda Planner. Items that should be covered by the Board monthly listed in suggested monthly sequence. Each board is free to vary the month as necessary.

January

- Review of prior year's goals and accomplishments
- Annual Church Ministries Report (ACMR)
- Prior year's Annual Financial Statement

February

- Review of Sunday School Department
- Authorization of Lay Delegate for District Council
- Authorization for expenses of pastor and spouse and lay delegate to District Council
- Board walk-through of church buildings and grounds

March

- Review of Missionettes Department
- Semi-annual review of Missions pledges, budget and convention

April

- Review of all church publications and advertising
- Review of Royal Rangers Department

May

- Plans for summer ministries and vacations
- Review of Youth Department

June

- Review of all outreach ministries
- Board walk-through of church buildings and grounds
- (odd years) Authorization of expenses for pastor and spouse to attend General Council

July

- Preliminary plans for next years calendar

August

- Plans for fall Missions Convention
- Approve Sunday School staff for the new Sunday School year

September

- Review of church's summer activities
- Board walk-through of building and grounds
- Review of Men's Ministries Department
- Adoption of goals for next year

October

- Adoption of calendar for next year
- Review of Women's Ministries Department
- Presentation of preliminary budget for next year
- Annual review of pastoral compensation (salary, retirement, benefits, vacation, auto, etc.)
- Adopt pastoral housing allowance for next year

November

- Adopt annual budget for next year
- Board walk-through of building and grounds
- Preliminary review of membership roster
- Authorize a special Christmas love offering to be received for pastor

December

- Review all other departmental ministries not reviewed this year
- Set date and time for annual church business meeting (Send notice to membership as required in the church bylaws)
- Officially revise the membership roster

Include these items when premiums are due:

- Annual review of Workers Compensation Insurance
- Annual review of insurance on vehicles
- Annual review of pastor's health insurance

Monthly Financial Report

Monthly Financial Report. The treasurer should complete this form monthly for presentation to the official church board. A copy is to be attached to the official minutes of the meeting.

For the Month of _____

Balance from Previous Month \$ _____

Savings Account \$ _____

Receipts (Income)

General Fund \$ _____

Missions \$ _____

Department Funds \$ _____

Other Funds \$ _____

Total Receipts \$ _____

Disbursements (Expenses)

Pastor's Salary & Benefits \$ _____

Other Employee Expenses \$ _____

Mortgage/Rent \$ _____

Loans \$ _____

Missions \$ _____

Utilities \$ _____

Office Supplies \$ _____

Ministry Expenses \$ _____

Other/Misc. \$ _____

Total Expenses \$ _____

Balance \$ _____

Checking Acct Balance \$ _____

Savings Acct Balance \$ _____

Report Prepared by _____ Date _____

Minutes

INSTRUCTIONS

DISTRIBUTION OF MINUTES. The secretary is asked to complete the minutes and give the original copy to the pastor immediately after the board meeting and send copies of the minutes to each board member.

SAMPLE MINUTES. See the example of the format and style which the secretary is to use in keeping the minutes. Each board member should also read these in order to familiarize himself or herself with what is expected in a “typical” board meeting.

NOTE TO PASTOR OR SECRETARY OF THE CHURCH. Please record the minutes of your board meetings and church business meetings using the following format. Please provide copies of the minutes and documentation to each board member. Please mail the minutes and the documents out within seven days after the board meeting is held.

First Assembly of God
1233 Glory Road
Peaceville, CA 77777
Date: January 2, 19XX



MEMBERS PRESENT: Pastor Able Hart, Chairman; Abraham Faithful, Christian Joy, Charity Goodness, Timothy Hope.

MEMBERS ABSENT: I.M. Irreplaceable

CALL TO ORDER: Pastor Able Hart called the meeting to order at 7:05 p.m.

DEVOTIONS & PRAYER: Pastor Hart read Matthew 5:1-17 and reminded us of our need to be salt and light. A time of prayer followed.

MINUTES: MOVED to approve the minutes of the last board meeting, November 1. The MOTION CARRIED.

PASTOR’S REPORT: Pastor Hart reported on the well-being of the church over the past month. He reviewed the Sunday and mid-week services and indicated that there is a good spirit of love and revival present in the church.

The pastor also presented the numerical and financial reports for last year. Specifically, he reported on the average attendance and finances of the church for the past two months (since our last board meeting). The statistical summary is as follows:

ATTENDANCE	November	December
Average Morning Worship Attendance	22	34
Average Sunday School Attendance	19	29
Average Evening Worship Attendance	20	30
Average Royal Rangers Midweek	8	10
Average Missionettes Midweek	8	9
Average Youth Midweek	6	8
Average Adult Midweek	15	17

FINANCES

	November	December
General Fund Income	\$1,000	\$1,250
General Fund Expense	975	1,225
Missions Fund Income	185	225
Missions Fund Expense	175	210

PASTOR'S REPORT: Pastor also reported that four persons were baptized in water in

November, and three received the Baptism of the Holy Spirit since our last board meeting. Also, one of the new Christians, Timid Soul, came forward in November to be anointed with oil because x-rays have discovered a tumor the size of a baseball in her stomach. The church gathered around her and prayed, and when she went in for more examinations the following week, the tumor was gone! She witnessed to her doctor, medical staff, her family and friends about what the Lord had done for her!

MOVED to accept the pastor's report. MOTION CARRIED.

FINANCIAL REPORT:

The treasurer, Christian Joy, presented the financial reports for the months of November and December (since our last board meeting). His report carried the information given by the pastor, in the pastor's report, as to General and Missions Funds totaling \$225. He reported also that the church was continuing its giving for World Missions as provided for in the church bylaws:

- 1% of the Nov/Dec General Fund to the Districts General Fund
- 10% of the Nov/Dec Missions Fund to Church Planting in the district
- 10% of the Nov/Dec Missions Fund to North Central Bible College

MOVED to approve the treasurer's report. MOTION CARRIED.

MISSIONS PLEDGES:

At the last board meeting, Pastor Hart was asked to provide a list of the missionaries to whom the church has pledged support. Pastor Hart reported to the board that the church, by prior board actions, had authorized the support of the following six missionaries at \$25 per month each:

- Evangeline Goodspeed, South Africa
- Mark Evangelist, Central Africa
- Paul Peacemaker, El Salvador
- Ishmael Bridgecrosser, Middle East
- Ivan Curtain, Croatia
- Easterly Pacific, Japan

Pastor also reported that the church was having a missions day the last Sunday of this month, and that Faith Promises would be received from the congregation for the next six months, January through June. (In June, the church will be invited to make another six month faith promise for missions for the period of July through December.) Pastor stated a goal of \$250 per month in Faith Promises.

MOVED to ask Pastor Hart to bring a recommendation to the next board meeting for adding two more missionaries at \$25 per month if the \$250 monthly goal is reached. MOTION CARRIED.

CHURCH FACILITIES AND INSURANCE

At the last board meeting, Timothy Hope was requested to present a list of repairs and maintenance that may need to be done to the church building and an estimate of the cost thereof. He reported that two rest room sinks needed to be replaced (\$159 estimate), that the roof leaked over the nursery (\$1,200 estimate), and that the church sign needed painting (\$250). He indicated the roof repair was the most urgent. MOVED to authorize the roof repair from funds on hand. MOTION CARRIED. MOVED to authorize the additional repairs when funds are on hand. MOTION CARRIED.

Timothy Hope also reported that the church's insurance premiums are current for: (1) liability, fire and theft; (2) worker's compensation; and (3) health insurance for the pastor. Copies of the policies were made available to the board.

MEMBERSHIP CHANGES

The pastor reported that the following members need to be placed on inactive membership at the February board meeting, and that a letter should be sent to each one at least two weeks prior to the board meeting advising them of the pending action, and giving them an opportunity to appeal. The pastor stated the reason for the recommended change of failure to attend services during the past three months. The names are: Doolittle R. Nothing and Ever Complaining. MOVED to direct the pastor to send these two members a letter advising them they would be placed on inactive membership at the board meeting on March 1, 7:00 p.m., and that they had the right to appear personally before the board and request the board not to take this action. MOTION CARRIED.

ANNUAL MEETING

Pastor reported progress toward the goals he gave to the board in the November meeting. These were his November/December goals:

1. To have an outreach to the community through a Christian concert with the Joybell Singers from Pastor Goodlender's church in Nexttown. Pastor reported over 100 persons attended the concert, and three persons professed salvation. Each of the three is being personally followed up by church members through a six week new converts bible study course led by the member.
2. To schedule a missions Sunday in February, next year. Pastor reports that Missions Sunday is now set for February 28 with Missionary Mark Evangelist speaking. Promotion efforts are underway in both the church and the community. Pastor is preparing the way with a series of brochures and verbal explanations of Assemblies of God missions and the Faith Promise system.

PASTORAL GOALS FEBRUARY

Pastor Hart shared with the board some target goals for the next FOR JANUARY/two months:

- 1.To train two men and three women, respectively, for leadership in Royal Rangers and Missionettes Programs. Pastor is directing these volunteers to attend the training sessions held at the District Office. It is anticipated that the additions of these new workers will double Royal Rangers and Missionettes attendance within six months.
- 2.To form one home prayer and Bible study. Pastor will be inviting several members, whom he believes have leadership potential, to the initial thirteen-week Bible study in Abraham Faithful's home. Pastor intends to lead this first series and develop thereby three new home group leaders who will start their own home prayer and Bible studies the week following Easter.
- 3.To make a concerted effort to bring new people into the church through a FRIENDSHIP SUNDAY, on January 21. Each church member is being encouraged to invite five to ten of their unchurched or unsaved family and friends for a special Sunday morning service featuring the musical team from Church Care Network (which comes without charge to smaller churches). The morning will be followed by dinner on the grounds. A special follow-up plan has been developed for each visitor in attendance that day. Pastor asked the board to pray that at least 50 visitors will attend that day.

4. Pastor is preaching a series of messages on Sunday morning through January and February on JESUS - THE HEALER OF LIFE'S HURTS. Sub-topics include THE HEALING OF ANGER, THE HEALING OF WOUNDS INFLICTED BY OTHERS, THE HEALING OF WOUNDS INFLICTED BY SELF, THE HEALING OF GRIEF FROM DEATH OR TRAGEDY, THE HEALING OF THE BODY, FORGIVENESS - A KEY TO HEALING. Pastor will also be preaching a series of messages.

**PASTORAL GOALS
FOR JANUARY/
FEBRUARY
(Continued)**

Sunday evenings during January and February from the book of Acts, entitled: WHY WE NEED THE HOLY SPIRIT. Pastor asked the board to be much in prayer for these two series and that a revival will come within the church as people here the Word preached.

The board expressed approval and appreciation to the pastor for these goals, and all joined together in an extensive session of prayer for God to work in extraordinary ways in the weeks ahead.

ACMR REPORT

Pastor distributed copies of the Annual Church Ministries Report (ACMR) which has been sent to the District Office for forwarding to the General Council. It contains a statistical summary of all the pertinent numerical and financial data for last year. Pastor noted that this year's ACMR shows growth in all areas over last year's ACMR.

**NEXT BOARD
MEETING**

MOVED to establish board meeting date as follows for the balance of the year: March 1, April 1, May 1, June 1, September 1, October 1, November 1, and December 1. (Including this meeting, there will thus be 9 board meetings this year.) The MOTION CARRIED. All meetings will be held at the church office, and will begin at 7:00 p.m.

ADJOURNMENT

MOVED that the meeting adjourn. MOTION CARRIED.
Timothy Hope was asked to lead in prayer to conclude the meeting. The meeting adjourned at 8:59 p.m.

Respectfully submitted,

Charity Goodness,
Secretary

Weekly Offering and Attendance Report

INSTRUCTIONS: Complete this record for each service and give to the pastor or treasurer. These will be used to compile the monthly report to the board.

Date _____

SERVICE ATTENDANCE RECORD:

_____ Sunday AM Worship	_____ Sunday PM Service	_____ Sunday School
_____ Mid Week Service	_____ Youth Service	_____ Missionettes
_____ Royal Rangers	_____ Women's Ministry	_____ Men's Ministry

NAMES OF ATTENDANCE AND OFFERING COUNTERS:

Name: _____

Name: _____

Offering given to: _____

Date: _____ Time: _____

DENOMINATIONS:

\$1.00 bills	_____	\$ _____
\$5.00 bills	_____	\$ _____
\$10.00 bills	_____	\$ _____
\$20.00 bills	_____	\$ _____
\$50.00 bills	_____	\$ _____
\$100.00 bills	_____	\$ _____

Subtotal A _____ \$ _____

\$.25 coin	_____	\$ _____
\$.10 coin	_____	\$ _____
\$.05 coin	_____	\$ _____
\$.01 coin	_____	\$ _____

Subtotal B _____ \$ _____

Subtotal C \$ _____

TOTAL OFFERING (a, b, c) \$ _____

CHECKS:

(BANK NUMBER)

1.	_____	\$ _____
2.	_____	\$ _____
3.	_____	\$ _____
4.	_____	\$ _____
5.	_____	\$ _____
6.	_____	\$ _____
7.	_____	\$ _____
8.	_____	\$ _____
9.	_____	\$ _____
10.	_____	\$ _____
11.	_____	\$ _____
12.	_____	\$ _____
13.	_____	\$ _____
14.	_____	\$ _____
15.	_____	\$ _____