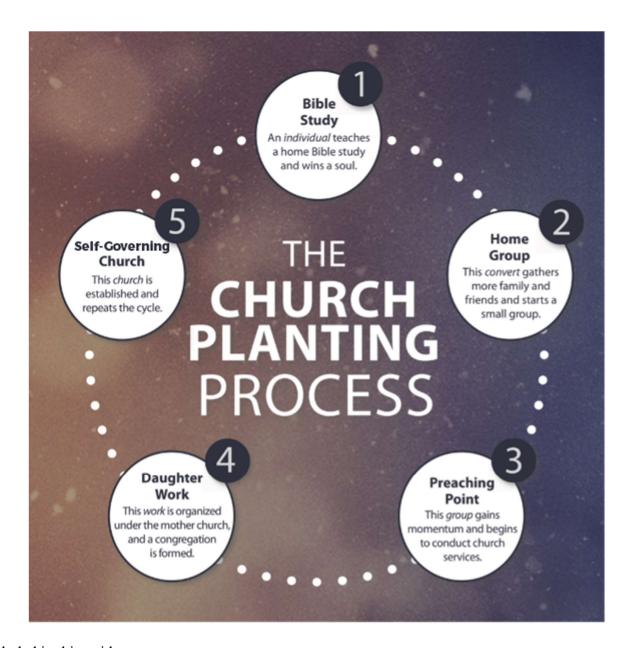
## **Church Planting Progression**

The following steps identify the church planting progression:

- 1. **Bible Study.** An *individual* teaches a home Bible study and wins a soul. Often, a church plant is the result of a natural, organic process that forms because an individual teaches a home Bible Study. It is distinct from the mother church in location or language and results in *conversion(s)*. The *convert(s)* naturally gathers family and friends. More conversions happen.
- 2. **Home Group.** The home Bible Study progresses organically from an individual, couple, or family to a home or small *group*. As the *group* gains momentum due to conversions and more attendees, it begins conducting church services.
- 3. **Preaching Point.** The home group progresses to a *preaching point*. Intentional teaching and preaching grounds families in the Word of God, develops leaders internally, and creates more conversions.
- 4. **Daughter Work**. Under the care and oversight of a mother church the preaching point progresses to a *daughter work* until it is organized into a congregation.
- 5. **Self–Governing Church.** Once the *daughter work* matures and has adequate, equipped, qualified leadership and staff, it progresses to a *self–governing church*. At this point, the work is able to maintain service schedules, departments, programs, and financial obligations without the help of a mother church. This *church* is established and repeats the cycle by starting home Bible studies.



## Included in this guide are:

- Definitions of the church planting steps: preaching point, daughter work, and self-governing church.
- Suggested checklists for the progressive church planting stages.
- Sample policies for preaching points and daughter works. Note: While certain policies are required for registering preaching points, daughter works, and self–governing churches, not every church plant will follow all five steps. Each church plant is unique in timing, growth, style, and methods. Check with your district, as district policies vary.

## **Definitions of Church Planting Progression Terms**

## **Preaching Point**

In accordance with the *UPCI Manual*, a preaching point is a regular service or meeting:

- Distinct from the mother church as to location or language.
- Designed to reach people who are currently unchurched.
- The regular service or meeting is seen as a first step toward possibly starting a daughter church. The definition of a preaching point does not include a church having a service in a prison, nursing home, jail, on a college campus, or in any other institutional setting.

## **Daughter Work**

In accordance with the UPCI Manual, a daughter work is a congregation that:

- Has met at least three months.
- Is the result of the concerted efforts of an established mother church to plant a new congregation.
- Holds at least one service per week apart from the mother church.
- Is under the general oversight of the mother church pastor.

The stated intention of a daughter church is to plant a new church that will eventually become a self–governing church. By definition, the daughter work necessitates being birthed by a mother church. A mother church is an established United Pentecostal Church that has the desire, financial means, and staffing to plant a church in a nearby unchurched or under–evangelized city, neighborhood, or people group. The mother church commits to promote this missional need while equipping, aiding, and sending a minister/ministry team to establish the daughter church. It is best if this mother–daughter relationship births organically.

## Self-Governing

A self–governing church is a congregation that:

- Elects its pastor and other leaders.
- Owns property.
- Prepares and follows its budget.
- Establishes its membership.
- Conducts all necessary business.

# **Checklists for Progressive Stages**

**Preaching Point:** Is the preaching point ready to become a daughter work?

O	ver	the	past	four	months:
---	-----	-----	------	------	---------

•	How many outreach events have been hosted and how many new contacts were secured?
•	How many new Bible studies have been secured and taught?
•	How often have Bible study participants attended monthly worship services?
•	How many guests have attended monthly worship services?
Consid	der these thoughts:
•	What are the evangelistic benefits of increasing worship services and ministry efforts?
•	Are there regular evangelism events that provide continuing new contacts and biblical conversations? What are these events?
•	How many preaching point participants are active in evangelism and what are the results?
•	Do preaching point participants understand the effort needed for more activity and are they committed to increased participation as a daughter work?
	Does the mother church pastor feel the preaching point is ready to become a daughter work?  Does the church plant have access to adequate facilities if the number of services are increased?

**Daughter Work:** Is the daughter work ready to become a self–governing church?

Does the daughter work:

•	Have a daughter work pastor ready and capable of assuming the pastoral responsibilities of a new church?
•	Have adequate staff to maintain the services schedule, departments, and programs of the
	daughter church (without the use of mother church staff)?
•	Have an adequate number of musicians?
•	Have enough finances to carry its financial obligations as a new church?
•	Have access to adequate facilities for holding services?
•	Have members willing to detach from the mother church and commit to supporting the new church?
•	Have assigned workers who believe the daughter work is ready to become a self–governing church?
•	Have the support of the mother church pastor and Board of Trustees to become a self-governing church?

Prior to publicly announcing a transition, meet with the following groups:

- The assigned workers of the daughter church
- The mother church Board of Trustees
- The daughter work pastor or overseer

## At these meetings:

- Discuss the possibility of the daughter work becoming a self–governing church
- Ask straight-forward questions to determine if it is the correct time to detach from the mother church and become a self-governing church.

# Necessary Agreements Prior to a Daughter Work Becoming a Self-Governing Church

## Discuss, develop, and write:

- An outline regarding the responsibilities and accountability of the daughter work pastor to the mother church pastor once the church plant becomes a self–governing church.
- An agreement regarding the location each assigned worker will attend church after the daughter work becomes a self–governing church.
- An agreement regarding the location members will attend church after the daughter work becomes a self–governing church. Be aware that some members may want to remain at the mother church while others may want to attend the new self–governing church.
- An agreement regarding the transfer of daughter work funds, accounts, books, minutes, and records to pastor of the new self–governing church.
- An agreement regarding the mother church pastor's responsibilities and relationship to the pastor and members after the daughter work becomes a self–governing church.
- An agreement regarding the new self-governing church pastor's responsibilities and accountability to the mother church pastor after the daughter work becomes a self-governing church.
- The official date when the daughter work detaches from the mother church and becomes self-governing. Generally, this date depends on approval from the district's North American Missions Executive Committee and/or District Board.

## **Sample Policy for A Preaching Point**

## Section 1: Definition

In accordance with the *UPCI Manual*, a preaching point is a regular service or meeting:

- Distinct from the mother church as to location or language.
- Designed to reach people who are currently unchurched.
- The regular service or meeting is seen as a first step toward possibly starting a daughter church. The definition of a preaching point does not include a church having a service in a prison, nursing home, jail, on a college campus, or in any other institutional setting.

## Section 2: Procedure

- 1. With approval of a District North American Missions Executive Committee, an existing church can establish a preaching point in any city or town that does not have a United Pentecostal Church. In the event there is a United Pentecostal Church in the town or city where the preaching point is being considered, the approval of the District Board is required.
- 2. The existence of a preaching point in a town/city does not preclude another church from applying to start another preaching point or daughter church. It also does not preclude someone applying to start a self-governing church in that town/city.
- 3. A preaching point is not necessarily a commitment to start a church plant. It is a stated effort to explore that possibility; therefore, it is important to consider the proposed target area and input of neighboring pastors.

## Section 2: Responsibilities for a Preaching Point

- 1. No member of the mother church or any member of another church is to be asked to help or minister at the daughter church without first receiving permission from the mother church pastor, who will clear with any other pastors involved.
- 2. It must be understood that the preaching point is not a church, but a ministry of the mother church. This relationship exists until the preaching point changes its status.

## **Sample Preaching Point Application**

## Definition

**Personal Contact Information** 

In accordance with the *UPCI Manual*, a preaching point is a regular service or meeting:

- Distinct from the mother church as to location or language.
- Designed to reach people who are currently unchurched.
- The regular service or meeting is seen as a first step toward possibly starting a daughter church. The definition of a preaching point does not include a church having a service in a prison, nursing home, jail, on a college campus, or in any other institutional setting.

1 ci sonui Contuct inioi mutioi	•
Name (Pastor):	Target Date:
Base Church:	
Address:	City:
Phone:	Email Address:
Location	
City for Which You are Applyi	ng: City Population:
Physical Address of Meeting Pl	lace:
Section:Sectional Presb	yter:
Who will be the leader of this p	preaching point?
Target City Information	
How did you select this location	n or language group for a preaching point?
	city/people group? ( ) Yes ( ) No
what action plan will be used to	o establish this new outreach?

Additional Comments:	
Signature:	Date:
Send completed application to District Sectional Presbyter.	
District Action	
District Superintendent:	Date:
District NAM Director:	Date:
Sectional Presbyter:	Date:
If there is an existing UPCI church in the same city, the appropriate Board for consideration.	plication may be forwarded to the
Office Use Only	
( ) Approval ( ) Disapproval	
Signature of District Superintendent or District Secretary	Date
Send approved Application to District Secretary and District I for processing.	North American Missions Director

## Sample Policy for a District Mother-Daughter Church

## Section 1: Definition

In accordance with the UPCI Manual, a daughter work is a congregation that:

- Has met at least three months.
- Is the result of the concerted efforts of an established mother church to plant a new congregation.
- Holds at least one service per week apart from the mother church.
- Is under the general oversight of the mother church pastor.

The stated intention of a daughter church is to plant a new church that will eventually become a self–governing church. By definition, the daughter work necessitates being birthed by a mother church. A mother church is an established United Pentecostal Church that has the desire, financial means, and staffing to plant a church in a nearby unchurched or under–evangelized city, neighborhood, or people group. The mother church commits to promote this missional need while equipping, aiding, and sending a minister/ministry team to establish the daughter church. It is best if this mother–daughter relationship births organically.

#### Section 2: Procedure

- 1. The pastor of the mother church shall make application to start a daughter church to his/her District North American Missions Director.
- 2. The District North American Missions Director shall then call a meeting of the District North American Missions Executive Committee, which consists of the District Superintendent, the District North American Missions Director, and the Sectional Presbyter in whose section the project or individual under consideration is located. The District Superintendent shall act as chair of this committee. If the location of the daughter work is in a different Section, the Presbyter of that Section is also to be notified.
- 3. The District North American Missions Executive Committee shall review, discuss, and approve the application. If there is opposition on the committee or from a local pastor(s), the Daughter Church Application shall be moved to the District Board for review, discussion and approval or denial. The mother church pastor (and daughter church leader/pastor) may be interviewed by the District North American Missions Executive Committee and/or the District Board.
- 4. Either the District North American Missions Director or the District Secretary shall notify Church Administration of the new daughter church. The daughter church will be added to the annual *UPCI Directory*.
- 5. No financial support will be supplied by the District North American Missions Department until the daughter church is approved as a self-governing church with District North American Missions status (an approved Metro Daughter Work is the only exclusion to this rule).

## Section 4. Responsibilities of the Daughter Church Leader

- 1. No member of the mother church or any member of another church is to be asked to help or minister at the daughter church without first receiving permission from the mother church pastor, who will clear with any other pastors involved.
- 2. The daughter church is not a self-governing church, but a ministry of the mother church. This relationship exists until which time the pastor of the mother church and pastor/leader of the daughter church agree for the daughter church to become independent of the mother church (self-governing). This must meet appropriate district approval.
- 3. During the tenure as a daughter church the pastor and leader of the work may attend District North American Missions seminars, retreats, and training sessions at their own expense.

## **Sample Policy for Local Daughter Church**

#### **Definitions**

1.	"Mother C	Church" describes	Name o	f Mother Church	of _	City	,
	State	This church possess	ses an org	anic relationship with	n a church pla	anter and t	eam and
	to equip,	aid, and send forth to	establish	n a daughter congreg	gation. The n	nother chu	rch will
	provide ov	versight and spiritual,	moral, an	d resource support fo	r the daughte	r church.	
2.	"Daughter	Church" describes _	Name o	of Daughter Church	of(	City	_, State.
	This chur	ch has an organic re	elationship	with the mother c	hurch and a	grees to 1	elate as
	described	in this policy. The goa	ıl is that tl	ne daughter church be	come a healt	hy, self–su	ıfficient,
	self-repro	ducing, and self-gove	rning chu	rch.			
Po	licy						
1.	Ministry.			will serve as the pa	astor for the	approved o	laughter
	work of _	Name of Mother	Church	_and as a minister of	on the the mo	other chur	ch staff.
	His/Her pr	rimary responsibility i	s to evang	gelize and disciple peo	ople in the de	signated a	rea. The
	leadership	team of the daughter	church sh	all be:			
	0	Names of Approved	Team Me	embers			
	0	Names of Approved	Team Me	embers			
		Names of Approved					
	- T- 1 · · ·	. 1 11	1 .	11 0 11 '	1	1 11	

This ministry arrangement shall be reviewed at the following designated thresholds:

- a. *Time*. Six months, one year, and as determined necessary by the mother church pastor and the daughter church pastor.
- b. *Licensing*. If applicable, the mother church pastor shall assist the daughter church pastor in obtaining requisite licensing with the United Pentecostal Church International.
- 2. *Church Membership*. The designated pastor, team leadership (if applicable), their families, and any other approved families already living within the daughter church designated location will be members of the mother church and attend at least one service per week at the mother church. They are encouraged to participate in the mother church activities.
- 3. *Accountability*. The daughter church pastor will report directly to the mother church pastor or designee. In the organizational structure of the mother church, the daughter work pastor is considered a pastoral assistant.
- 4. Ministerial Responsibilities. The daughter church pastor's responsibilities are as follows:
  - a. Conduct all daughter church services and activities. These shall be coordinated with the mother church pastor. Special services and guest speakers should be approved in advance.
  - b. Keep records on all visitors (name, address, and telephone), follow up on all visitors, and conduct outreach activities and home Bible studies.
  - c. Provide pastoral guidance and care to daughter work attendees.
  - d. Organize and administrate the daughter church congregation.
  - e. Meet regularly with the mother church pastor (once a month or as designated by the pastor), to review all important developments, discuss any concerns or challenges and submit weekly attendance reports.
  - f. Serve the mother church as a minister and attend the ministers' meetings. As applicable, the daughter work pastor's wife is urged to attend meetings of the ministers' wives.
- 5. Participants.

- a. By mutual agreement between the mother church pastor and the daughter church pastor, members of the mother church may participate in activities of the daughter church. However, these shall look to the mother church pastor for pastoral leadership and counseling and will pay their tithes to the mother church.
- b. Some members may be transferred to the daughter work, in which case they will look to the daughter work pastor for their primary pastoral care.
- c. Some members may be assigned to assist in certain roles for a designated time of six months to one year, subject to mutual review after that time. They will continue to look to the mother church senior pastor for primary pastoral leadership and care, and will pay tithes to the mother church. The daughter work pastor will keep the senior pastor fully informed of any issues or developments regarding them.
- 6. *Service Schedule*. Daughter church services will be at the times and locations agreed upon by the mother church pastor and the daughter church pastor.
- 7. *Building*. Initially the mother church will provide the building, utilities, and supplies for daughter church services. As the daughter church grows and its budget permits, it will assume these financial responsibilities. If the daughter work shares the use of the mother church's building, a Building Use Agreement shall be drafted to defines responsibilities.
- 8. *Vehicles*. A church van may be available to transport people for service and to take special trips. Its use must be scheduled according to the mother church policy. The driver must be at least 25 years of age, have a valid driver's license, have a good driving record, and be registered with the insurance provider for the mother church. When using the van, the daughter church is responsible to purchase gas and oil. (Oil should be checked weekly or on each out—of—town trip.) For vehicle maintenance, see the designated maintenance coordinator.

## 9. Finances.

- a. All received finances shall be deposited every week with the mother church under the direction of the treasurer, shall be used for the benefit of the daughter church, and shall be accounted for by a separate fund in the general ledger.
- b. The mother church will keep financial records for the daughter work and generate financial statements as needed. The mother church treasurer will provide a weekly offering report and a monthly financial report to both the mother church pastor and the daughter church pastor. The mother church treasurer will provide individual tithing reports upon request.
- c. The daughter church treasurer or bookkeeper will pay bills and reimbursements according to the church policy and budget approved by the mother pastor. After the first year of operation, the daughter work pastor will submit an annual budget for approval by the mother pastor and will be accountable to that budget.
- d. When there is sufficient tithing income, the daughter work pastor will receive a monthly housing allowance and/or salary as approved by the mother church senior pastor.
- 10. Expenses. In accordance with the Accountable Expense Reimbursement Policy of the mother church, the daughter church pastor and the leadership team (when agreed upon) will be entitled to reimbursement of all ministerial and church—related expenses, up to a maximum of \$300 per month or monies available in the daughter church fund. Specific types of reimbursable expenses are described in the Accountable Expense Reimbursement Policy. Any expenses over \$300 per month shall be approved in advance by the mother church pastor.

#### 11. Policies.

a. Unless otherwise specified, all the policies of the mother church shall be in effect for the daughter church, including guidelines for leadership and public ministry.

- b. This daughter church policy shall be reviewed after the first six months and thereafter on a yearly basis at which time it can be either renewed, terminated, or modified by mutual consent.
- 12. *Ministry Out of Town*. It is expected that the daughter church pastor and leadership team will have some speaking or singing invitations from other churches. The schedule should be coordinated with the mother church pastor.
- 13. Self–Governing Church Status.
  - a. The daughter church is a ministry of the mother church. As such, it functions under the incorporation, bylaws, tax-exempt status, and affiliation of the mother church.
  - b. The long-term goal is for the daughter church to become an established congregation and to acquire its own affiliated church status with the United Pentecostal Church International. It must first demonstrate its ability to be self-supporting, self-propagating, and self-governing. The mother church intends to support this effort with prayer, guidance, finances, and volunteer assistance to the extent possible.
  - c. When the mother church pastor and the daughter church pastor agree that the time is right, the daughter church will apply to the district to become a self–governing, affiliated church.
  - d. When the daughter church receives approval as a self-governing church, it will be set in order with its own incorporation, bylaws, policies, and insurance.
  - e. The assets designated for the exclusive use of the daughter church will be transferred to the new legal entity along with any related liabilities. If the mother church has invested any funds in land or building for the daughter church, it may ask the daughter work to execute a lien in favor of the mother church for the amount invested. This lien must be paid if the daughter work ever sells its property or disaffiliates from the UPCI.
  - f. If the new church continues to use facilities of the mother church, it will pay a monthly use fee for utilities, maintenance, and wear and tear.
  - g. If the mother church continues to pay a loan on land and/or building of the new church, the title shall remain in the name of the mother church and the new church shall make payments to the mother church. When the daughter church pays off the loan or secures financing in its own name, the title shall be transferred to the new church along with the associated equity.
- 14. Either the mother church pastor or the daughter church pastor may terminate the employment of the daughter church pastor by giving thirty days' notice. The time of notice may be shortened by mutual consent.
- 15. This policy is not intended to be a legally binding contract, but simply a mutual understanding of the working relationship. If any misunderstandings or disagreements arise that the mother and daughter pastors cannot resolve, the Sectional Presbyter or District Superintendent shall resolve through mediation or arbitration.

## **Sample Daughter Work Application**

## **Definition**

In accordance with the UPCI Manual, a daughter work is a congregation that:

- Has met at least three months.
- Is the result of the concerted efforts of an established mother church to plant a new congregation.
- Holds at least one service per week apart from the mother church.
- Is under the general oversight of the mother church pastor.

## **Mother Church Information**

Name (Pastor):	Mother Church:
Address:	City:
Phone:Email Ad	ldress:
Location	
City of Daughter Work:	Target Date:
Physical Address of Meeting Place:	
Section:Sectional Presbyter:	
Who will be the leader of this preaching point?	
<b>Target City Information</b>	
Who is the leader of the daughter church?	
Is this person licensed with the UPCI?	If no, by when?
Do you have a signed Mother-Daughter Work	Policy in place? ( ) Yes ( ) No
What is the daughter church average attendance	e?
Since the church started:	
How many have been baptized?	
<ul> <li>How many have received the Holy Gho</li> </ul>	st?
Is it your intention to establish this work as a se	elf–govering UPCI church or remain as a daughter
church?	

Have you made contacts in this city/people group? ( ) Yes (	) No				
What action plan will be used to establish this new outreach?					
Additional Comments:					
Signature:	Date:				
Send completed application to District Sectional Presbyter.					
District Action					
District Superintendent:	Date:				
District NAM Director:	Date:				
Sectional Presbyter:	Date:				
If there is an existing UPCI church in the same city, the ap District Board for consideration.	plication may be forwarded to the				
Office Use Only					
( ) Approval ( ) Disapproval					
Signature of District Superintendent or District Secretary	Date				
Send approved Application to District Secretary and District for processing.	North American Missions Director				

# Sample NAM Church (Self-Governing) Application

City for Which You are App		City Population:	
Section:Sectional Pro			
<b>Contact and Personal Info</b>	rmation		
Minister's Name:			Date of Birth:
Spouse's Name (if applicabl		Date of Birth:	
Address:			
			Zip:
Home Phone:	Cell:		Email:
What type of license credent	ials do you hold with	the UPCI?	
Local ( ) Year:	Г	District:	
General ( ) Year:	Г	District:	
Ordained ( ) Year:	I	District:	
What is your present ministr	y status?		
Pastor ( )	Number of Years:		
Assistant Pastor ( )	Number of Years:		
Evangelist ( )	Number of Years:		
Other Ministries ( ) Number of		(Describe l	pelow.)
Who is your present pastor?			
City:		State:	Zip:
Daytime Phone:	Email:		
Please list all <b>former</b> pastor	s:		
Name	City/State	Pho	ne
	-		

If you are pastoring, where is your <b>present</b> field of labor?	
Church Name:City/S	State:
• How long have you been at the <b>present</b> field of lab	or?
• How much growth has the church experience <b>num</b>	erically under your ministry?
Number of members when you arrived: Curre	ent number of members:
• How much many souls have you won during the	past two years through personal home
Bible studies and evangelism outside the pulpit mir	nistry?
• How many Bible studies are <b>you</b> teaching currently	7?
• How many Bible studies have you taught in the pas	et twelve months?
Family Information	
Do you have the full support of your family? Explain:	
Target City Information	
Physical Address of Regularly Scheduled Meetings:	
How did you decide this is your location for ministry? Why Describe your calling and burden for this place.	y are you interested in this city or area?
Have you made contacts in this city/people group? ( ) Ye	es ( ) No
What action plan will be used to establish this new outreac	h?
What is your perspective launch date?	
When do you plan to move to this city or area?	<del></del>

<b>Personal Cooperation</b>	ı Information			
What is your current relationship with your pastor and district superintendent?				
Are you willing to coo	perate and collaborate with the m	inisters, NAM, and district leadership?		
Have you read and agr	ee to abide by the General and NA	AM District policies?		
Are you presently coop	perating with your district financia	al plan? ( ) Yes ( ) No If no, explain:		
Would you be willing	to affiliate your assembly with the	e United Pentecostal Church, Intl?		
Note: If organization a	ssistance is granted, UPCI affiliat	ion is required.		
Did you personally sup	pport Christmas for Christ last year	ar?() Yes () No		
If yes, what am	ount did you give? \$			
How much do you pers	sonally give to the following prog	grams?		
Global Mission	ns (monthly amount) \$			
Move the Miss	ion (annual amount) \$			
Financial Information	n			
What is your professio	nal work experience?			
Are you presently emp	oloyed? ( ) Yes ( ) No	Employer:		
Is spouse employed (if	applicable)? ( ) Yes ( ) No	Employer:		
What is your:				
• Total monthly	income (secular, ministry, spouse	's income, investments)? \$		
Total monthly of	expenses (mortgage, insurance, at	uto, medical, utilities, credit card)? \$		
Are you current on you	ur debts? ( ) Yes ( ) No If no, ex	xplain:		
I authorize the District	Board to request a credit reference	ce check if deemed necessary.		
Signature	SSN	 Date		

How will you support yourself financially in this endeavor?				
References				
Please give the name and comp	plete mailing address for the fo	ollowing people who are qualified to		
provide further information about	out you.			
Pastor:	Contact:			
Presbyter:	Contact:			
Superintendent:	Contact:			
Employer:	Contact:			
Having answered the preceding	g questions to the best of my l	knowledge, I pledge, if approved, to		
cooperate with the	District of t	he United Pentecostal Church		
International, and to labor faith	fully to establish a viable chur	ch in the area of my burden.		
Signature of Applicant		 Date		
Signature of Applicant		Duic		
Signature of NAM Executive Co	 ommittee Represenative	 Date		
· ·	-			
Send Completed Application to	District NAM Director.			
OCC 11 0 1				
Office Use Only				
( ) Approval ( ) Disapproval _				
Signature of District Superinter	 ndent	- Date		
		North American Mississer Disc.		
for processing.	District Secretary and District	North American Missions Director		