



CALVARY
Family of Churches®

Before The Launch: *Church Plants*

Contents

- [INTRODUCTION](#).....3
- [SECTION 1 – LEADERSHIP](#).....5
- [SECTION 2 – SYSTEMS](#).....13
- [SECTION 3 – PROGRAMS](#).....23
- [SECTION 4 – BUILDING](#).....32
- [SECTION 5 – LEGAL](#).....37
- [APPENDIXES](#).....42



INTRODUCTION

Every day, across the world, God is calling people to Himself through the local church. Yet only a fraction of churches planted survive to become fruitful, multiplying churches.

Our prayer as the Calvary Family of Churches is that this playbook helps you to have what you need as you step out into this journey of planting a church, so that you can focus on reaching people, shepherding them, and preaching God's word. This book is designed to walk you through what you need to know & do & lead in 5 main areas so that your church is starting off on the right foot. It's organized around the CFC Church Planting Process map ([Appendix A](#)) for you to better see the different pieces that all work together in this process. God bless you & lead you as you seek to make Jesus non-ignorable in your city!



SECTION 1

LEADERSHIP

SECTION 1 - LEADERSHIP

A. The Lead Planter

As you first get started out in church planting, everything falls on you - the lead planter! You are the greeter, the custodian, the HR team, the secretary. But over time, as you develop your leadership team & God brings people alongside of you to serve, you can focus more on living into your calling as the Lead Planter. Here are a few things to consider in the first months as a planter:

- Training - If you are planting through the CFC, you are most likely connected already to our internships, residencies and to NAMB. Take advantage of these groups to soak in all of the training you can. These leaders have been through this process before, so they are great resources for you to ask questions of. You won't remember everything you learn in the groups, but you have books, people, and resources that you can go back to when you need them.
- Coaching - Through NAMB and the CFC, you will be coached through this church planting process. Your coach can help answer questions for you, offer advice, listen to your thoughts as you process all that church planting entails, and they can help you find the resources you need to move forward with your church plant.
- Networks - A successful lead pastor is not a lone ranger. You don't have to connect to every network/family/denomination, but you need to determine which ones you are going to be connected to and follow through with your commitment to them. As a CFC church, you will be part of the CFC, and part of the SBC (regional associations, statewide conventions & national). Any other networks that you want to join beyond that are up to you. While you are still early on in the planting process, make sure you know what the requirements are for each of these networks because many of the processes have similar steps as you progress.
- Sending Church - Your sending church is going to be one of your main lifelines throughout these first few years of church planting. As they have recognized your calling & giftedness in church planting, they want to release you to do what God has called you to do. You will work closely with the transitional elder team from your sending church on a lot of governing matters for your church plant, as well as HR issues, financial processes, and building help.

- **Funding** - If you don't yet have a church, or offering, how do you get paid as the Lead Pastor? At first, you will be paid through your sending church, but the funding could come from several sources. It could come directly from the sending church's budget, from NAMB, from supporting churches, or from support raising. As a CFC church planter, you do have the option to raise your support through the CFC. As you cultivate church partners for your church, you will eventually be paid out of the church funds.

To Do:

- ❑ Meet with Network leaders to make sure you know their process of what you need to do as you start planting. This could be SBC, NAMB, A29, TGC, etc.
- ❑ Make sure you meet with the transitional elder team from your sending church regularly to communicate progress & needs.
- ❑ If you don't have them already, get their phone numbers & email addresses & find out what form of communication works best for them (text, email, phone call?)
- ❑ Meet with the personnel team of your sending church to set up & talk through the payroll process.
- ❑ If you are support raising through the CFC, email us to start that process.

Resources:

- ⊕ Appendix B - [NAMB Support Calculator](#)
- ⊕ Appendix C - [CFC Support Raising Policies](#)
- ⊕ Appendix D - [CFC Support Raising Info Sheet](#)

B. Building A Core Team

As you start to cast the vision, build a prayer team, and raise support for your church plant, you will have people wanting to come and serve alongside of you.

- **Communication** - Clear communication is key as you invite people to join what God is doing in your church plant. As you develop your prospectus (see more in Section 2 - Systems), you will find yourself saying the same thing over and over. It often takes many times of communicating something via different methods for the message to

get across. Be strategic & intentional about your communication - through coffee meetings, lunches, in print, on social media, etc.

- Relationships - Churches aren't merely buildings, but the body of Christ is made up of the people in your church body. As you build a core team, think through your existing relationships & people who God might be calling to be part of your church plant.
 - From the sending church or other churches
 - Leaders in the community
 - Neighbors
 - Community members you come in contact with regularly

- Recruiting Core Team Members - As you recruit team members, make sure you focus more on their heart & spiritual qualities instead of their gifting or external characteristics. God has called & gifted every person to build up the church, so He will bring all kinds of people to your church. Pray for God to bring a diverse team of people together so that your church can better reach your city! Maybe He is calling people very different from you to join the team in order to expand the reach. Maybe He is calling some long-time believers to join the team to cover the church plant in prayer. Maybe He is calling some new believers to be part of what He is doing so that they can bring their non-Christian friends to hear the Gospel. Look for people who love Jesus, have a heart for their community, and stand on Biblical truth... and watch what God can do through this team of people!

To Do:

- ❑ Make a list of people you know from all of the categories listed above.
- ❑ Reach out to the people on the list & think of the best way to invite them to be part of what you're doing - is it being part of the core team, inviting them to the first service, asking them to be one of your supporters?
- ❑ Schedule time to be in the community getting to know people - whether through prayer walking, attending community events, etc.
- ❑ Know where you are pointing them to - a vision night? A weekly service? An outreach event? (More on these in Section 3 - Programs)

Resources:

- ✚ Appendix E - Namestorming Sheet

C. Calvary Polity

Your church plant will function as a Jesus-led, Elder-guided, and Congregationally-affirmed church.

By God's grace, each Calvary Church will launch with a plurality of elders and will move towards adding 2-3 new elders in 2 years. These local elders will be responsible for feeding, leading, knowing, and protecting the flock. Each Calvary Church will also move towards becoming a self-governing membership body, which will affirm elder guidance through member-populated personnel and budget/finance committees, along with voting on governance, church budget, new members, excommunicating/releasing members, hiring of ministry directors, and the appointment of elders.

To Do:

- ❑ Read through the Calvary Church Bylaws & talk with your sending church, transitional team, or coach about any questions that you have.

Resources:

- ✚ Appendix F - [Calvary Church Bylaws](#)
- ✚ Appendix G - [CFC Membership Packet](#)

D. Raising Up Elders & Deacons

Elders and deacons work together to lead and serve the church. As you recruit core team members, be praying for and watching for God to bring other Godly leaders to be part of your team.

- Elders - These men are entrusted with the spiritual guidance of a Calvary Church. The affairs of Calvary shall be managed by the Elders. Their oversight includes, but is not limited to, teaching, protecting, leading, disciplining, equipping and caring for the corporate body and her individual members as well as oversight of the ministry of Calvary. The Elders are also responsible for being obedient to the Scripture in

the doctrine of the Church, establishing the overall vision of the Church, selecting deacons, and recommending new Elders for approval by the Church.

- *Deacons* - In accordance with the teaching of the New Testament, Deacons are servants of the Church (Acts 6:1-6). Specific duties of the Deacons are set forth in Deacon training materials and may be revised as deemed necessary by the Elders. The Deacons are accountable to the Elders.
- *Transitional Elders* - Until your church plant officially ordains any elders or deacons, you will work with transitional elders from your sending church to make decisions, act as a non-profit, and pour into your team.

To Do:

- ❑ Be praying for God to raise up elders & deacons for your church plant.
- ❑ Talk with your sending church about who your transitional elders will be & what it looks like to work together.
- ❑ Gather materials you will use to raise up & train elders & deacons (see Appendixes).

Resources:

- ⊕ Appendix H - [Calvary Church Elder Ordination Process](#)
- ⊕ Appendix I - Elder Training Materials
- ⊕ Appendix J - Deacon Process
- ⊕ Appendix K - Deacon Training Materials
- ⊕ Books:
 - ⊕ [Biblical Eldership](#) by Alexander Strauch
 - ⊕ [On Being A Deacon](#) by Jim Noble, Scott Thistlethwaite, Phil Von Kaenel and Mark Hallock

E. Developing Leaders in Ministries of the Church

As your church plant begins to take place, you will need leaders to serve in many areas. Your core team will have to step up & probably serve in multiple ways before you launch & during those first few years. As the

Lead Planter, it's your job to help them identify their gifting & where God might be calling them to serve. There are roles & places for every type of person, no matter their spiritual maturity or experience! A few core teams to start with are listed below, as well as the types of leaders they need:

- *First Impressions* - This team has the responsibility of making sure that every person is greeted & has what they need at any gathering - whether a vision night or a Sunday morning gathering. While the leader of this team needs to be someone who is spiritually mature and is inline with the vision of the church, team members might be believers of any spiritual maturity.
- *Children's Ministry* - This team has the responsibility of teaching the children from nursery through elementary age during Sunday gatherings. The leader of this team needs to be someone who is spiritually mature, inline with the vision of the church, organized, and can lead & shepherd a team of people. Team members need to be believers who have a heart for children & pass a background check before working with children.
- *Youth Ministry* - This team has the responsibility of teaching the youth from middle school through high school age. This may take place during times away from the Sunday gathering. The leader of this team needs to be someone who is spiritually mature, inline with the vision of the church, organized, and can lead & shepherd a team of people. Team members need to be believers who have a heart for youth & pass a background check before working with teenagers.
- *Tech Team* - This team has the responsibility of making sure that the audio & visual technology is prepared & working during all gatherings. They could be people who work the sound board, set up the proresenter/powerpoint presentations, set up the microphones & cords for instruments. While the leader of this team needs to be someone who is spiritually mature and is inline with the vision of the church, team members might be believers of any spiritual maturity.
- *Worship Team* - This team has the responsibility of leading worship at any gathering - whether a vision night or a Sunday morning gathering. While the leader of this team needs to be someone who is spiritually mature and is inline with the vision of the church, team members might be believers of any spiritual maturity.
- *Community Groups* - This team has the responsibility of hosting & leading community groups for the church. This can be everything from hosting, organizing, leading, and shepherding the community group members of all ages. While the leader of this team needs to be

someone who is spiritually mature and is inline with the vision of the church, team members might be believers of any spiritual maturity. They should be organized, have a heart for people & a heart for hospitality.

- Local & Global Missions - This team has the responsibility of working with the elders & deacons to reach outward with the Gospel. They may form relationships with like-minded organizations in their community & around the world. They may organize community outreaches to connect with and serve the neighbors of the church. While the leader of this team needs to be someone who is spiritually mature and is inline with the vision of the church, team members might be believers of any spiritual maturity.

To Do:

- Determine the ministries & roles you need people to serve in as you start your church.

Resources:

- ⊕ Appendix L - [Volunteer Application](#)



SECTION 2

SYSTEMS

SECTION 2 - SYSTEMS

A. Setting Up Financial Systems

One of the first systems that you need for your church is your finance system. The two main aspects to line up are the actual bank account and the bookkeeping side of things. As you start out, you will work closely with the finance team & transition team from your sending church to develop a budget, adopt your finance policies, and then in time, you will open a bank account for your church & set up the bookkeeping for your church.

- *Bookkeeping Options* - You may have someone on your core team who is gifted & experienced in bookkeeping that can handle the bookkeeping needs for your church as you start. Another option is a financial management service (such as Finch) that can help you with everything from budgeting to payroll to writing checks. Remember, you want to start systems now that will be useful as you grow as a church instead of having to re-do things later.
- *Financial Policies* - As your church begins to meet weekly, you need to edit & adopt & adhere to the financial polices ([Appendix M](#)) that you will live by. These will help your church with everything from how offering is counted, to how & when reimbursements are paid. Again, these policies will be helpful as you grow & useful as you add more staff members & ministries begin to develop.
- *Budget* - It is important to have your budget clearly outlined & put together so that you know your needs as a church plant and can communicate those to your potential partner churches, supporters, and core team members. You can use the sample budget in Appendix N as a starting point for setting up your own first year budget. Take into consideration your community, your current & projected leadership, and the partnerships you already have with churches.
- *Bank Account* - Ideally you want to have your bank account opened before you start your weekly gathering so that any tithes & offerings are processed through your bank account. Your sending church will help you lay out the timeline of this. See Appendix O to know how to open a bank account, what documents you will need, and what order things need to be done in.

- *Finance Team* - Depending on the make up of your core team, you will begin forming a finance team to oversee the budgeting & stewardship of the financial resources of your church within the first year or two. Until this team is developed, the transitional team from your sending church will oversee these duties. They will then train the new team & hand off those responsibilities.

To Do:

- Talk with your transitional elders/transitional team about your plan for finances.
- Keep an eye out for financially experience people on your core team.
- Develop your budget for the first year.
- Look into bank options in your city/community & ask what the required paperwork is for opening the account.
- Start gathering your documents for opening a bank account.

Resources:

- Appendix M - [Financial Policies](#)
- Appendix N - [Sample Church Budget](#)
- Appendix O - [Finance Chair Job Description](#)

B. Developing Communications & Worship Planning Systems

As a church plant starts, there is a lot to be planned and communicated, but then each week, you must continue to think through what needs to be communicated. Remember, communicating via multiple methods multiple times will be the most effective way to make sure people are understanding & receiving what you are trying to say.

- *Strategy & Timeline* - As you meet with your coach & NAMB leadership, they will help you think through the strategy & timeline for your church plant. It's important to keep this in front of you & your team so that you are accomplishing your tasks & goals to stay on track for the projected time. As you progress and talk with your core team & sending church, you may find that you need to adjust your timeline.

- Prospectus - This will be your main communication to potential partner churches, supporters, and core team members. Based upon your heart for planting the church, the context where you will be planting, your strategy & your timeline, you can work with your coach & NAMB leadership to develop a prospectus that you can print & share with people.
- Worship Planning - As you prepare to start your weekly worship gatherings, you may choose to use something like Planning Center to organize & plan & communicate with other leaders about your worship service. These types of programs can help you to make sure you have all of the spots filled in for different people to serve, have your songs & Scriptures planned out, and be able to plan ahead.
- Preaching Schedule - As you look at your church schedule for the first couple of years, you need to be intentional about what you preach and who you invite to share the pulpit with you as a guest preacher. Expository preaching is best done when it is planned out ahead of time so that you have adequate time to prepare each week & know how & when you will preach through each book of the Bible. As you ask other guest preachers to come and preach, you need to be able to give them plenty of time in advance to prepare & let them know if there is a specific passage that you want them to preach from. Keep in mind that there are different seasons of the year in your church life, so you can establish a rhythm of what & when you preach - see Appendix R.
- Printables For Church - As you start your weekly gatherings, it might not be necessary to print a "bulletin" or the Calvary Weekly each Sunday. You may want to start by printing a monthly one since you don't know exactly how many people you will have. Make it a goal to have your communications (Calvary weekly, the card, what are community groups, core values, etc.) printed for your first weekly gathering & in a consistent place so that people know where to go if they have questions. This will help to create a pattern of them knowing where to go for info, and also save you from having to answer the same question over & over each Sunday!
- Social Media - In most contexts, you & your church will be using social media in some way to communicate about what's going on in your church. Decide how you will use social media, who will manage it,

and what the primary purpose of it will be so that you can utilize it effectively to get the word out about your church.

- Website - As you develop your core team, you may have people who are interested & gifted in serving to develop a website, or you may end up doing it yourself. There are many ways to get a great looking & effective website up easily for your church, so spend time on this early on in the process. See Appendix T for Calvary church website guidelines & options.
- Using the Calvary Star Logo - The Calvary star logo is a trademarked logo, officially owned by the Calvary Family of Churches. As a Calvary church, you may use the logo but we ask that you read through the brand standards (Appendix U) and sign the trademark usage agreement (Appendix V) before you start producing your own materials! If you need help creating your own customized log for your specific Calvary context, contact us & let us know.

To Do:

- ❑ Develop your timeline, strategy & prospectus.
- ❑ Think through your first few worship gatherings & preaching schedule for the first several months of your church.
- ❑ Look at the printable templates online & choose which ones you will use for your church.
- ❑ Decide what your social media communication plan will be & who will manage it.
- ❑ Work with the CFC & your sending church to set up your church website.
- ❑ Print off, sign & return the Trademark Usage Agreement to the CFC.

Resources:

- ⊕ Appendix P - Sample Prospectus
- ⊕ Appendix Q - Sample Preaching Schedule
- ⊕ Appendix R - [Templates of Printables](#)
- ⊕ Appendix S- CFC Church Website Guidelines
- ⊕ Appendix T - [Calvary Logo Standards Manual](#)
- ⊕ Appendix U - [CFC Trademark License Agreement](#)

C. Building A Children's Ministry System

From day one, you need to be prepared to serve, love & teach children. Most children's ministries focus on nursery through 5th grade, with 6th-8th grade being in the youth ministry.

- Check - In/Check - Out - Whether you have 3 kids in your children's ministry or 300 kids, you need to have some sort of system to check them in & out. Parents have many things on their minds as they bring kids to a worship gathering, but they (& their kids) will notice right away if they feel like their kids are safe. It may be as simple as a sign in/out sheet on a clip board, or as complicated as a checkin system on a computer, but somehow you need to account for the kids & know who is picking them up. As new kids come to check in for the first time, make sure you have an information card for the parents to fill out.
- Dividing Classes - Depending on how many kids & teachers you have in the children's ministry, you may have combined grades for a while. Make sure that you have 2 adults in the classroom at all times for the classes, and that you have volunteers on board before adding more classes. At first, your class divisions might be nursery (0-2), preschool (3-5), early elementary school (grades K-2) and late elementary school (grades 3-5) until you know how many kids you have regularly showing up.
- Organizing Volunteers - Committed volunteers are the key to any ministry, and as you start out your Sunday morning gathering, your people will have multiple areas to serve in. When recruiting volunteers, make sure they are committed to what they commit to - whether it's serving one Sunday a month or serving each Sunday. As much as possible, have job descriptions for the volunteers & communicate (& over-communicate) as clearly as you can. Either you, as the lead planter, or your children's ministry director should schedule volunteer meetings quarterly or monthly. Depending on their role, make sure that their qualifications (age, spiritual maturity, experience, etc.) match the needs for that area. Require volunteer applications and background check forms to be submitted for each volunteer.
- Camps, VBS & Events - These one time or one week programs can be catalysts in children's spiritual growth! Many kids make a decision for

Christ through events like these, and they are great outreach opportunities. But they are also a lot of work! As you look at your church calendar, schedule these far in advance so that you can get the help you need to make them effective! Work with your volunteers & church leaders to brainstorm what your children need, what works most effectively in your community, and who you can ask to help you. Don't re-invent the wheel! Remember your sending church, partner churches, youth groups, denominational associations and para-church organizations as you look to plan & carry out these types of events.

- *Child Protection Policies* - In our day & age, you can barely do too much to make sure that kids are safe in the church & that adults are protected as they give of their time to serve! Talk with your leaders about non-negotiables for your children's ministry & get them in writing. (2 teachers always in the classroom, all volunteers background checked, clear check in/out procedures for parents, diaper changing/bathroom procedures for kids, etc.)
- *Children's Ministry Curriculum* - There are many different children's curriculums to choose from as you form the children's ministry. Look for a curriculum that is theologically solid, easy for volunteers to lead, and doesn't take a lot of outside preparation from teachers. Examples of potential curriculum are *Children Desiring God*, *The Gospel Project*, or other specific curriculum based on a book of the Bible or a topic.

To Do:

- ❑ Make a list of current kids in your core team/community group & their ages.
- ❑ Brainstorm a list of adults who could volunteer in the children's ministry - whether they have experience or not.
- ❑ Gather a couple of leaders (or do this by yourself) and think through the first couple of years of children's ministry - will you do a VBS, sports camp, fall outreach event, Easter outreach event, etc.?

Resources:

- ⊕ Appendix V - [Calvary Kids Visitor Info Card](#)
- ⊕ Appendix W - [Calvary Kids Check In/Out Process](#)
- ⊕ Appendix X - [Calvary Kids Volunteer Job Description](#)

D. Integrating A Church Management System For Shepherding

In order to shepherd your people effectively, you need to know individuals & their families. Here are some keys to shepherding effectively:

- Shepherding Meeting - At your weekly shepherding meeting, go over your reports - looking at each name individually. Talk about who you met on Sunday, who you know, and others you met who didn't turn in any info. Spend time praying for people and prayer requests.
- Shepherding Reports - Here are some of the ways you can divide up your shepherding reports:
 - The Watch List: People who have something significant going on (illness, upcoming surgery, marriage problems, etc.)
 - MIA Report: A list of any member or regular attender who you didn't see in your weekly worship gathering that weekend.
 - 30 Day Report: A list of anyone new in the past 30 days. At the end of each 30 days, people are either added to the regular list or dropped off the records.
 - The Card Report: A list of any cards that were turned in over the weekend. These indicate guests, prayer requests, and any other items (baptism, membership, serving, etc.)
- Shepherding Teams - At first, you as the lead pastor, will be shepherding everyone in your church. But over time you will have elders/deacons and others who will help you shepherd people. At this point, you can divide your congregation into mini-flocks - possibly by community groups or alphabetically by family. Make sure you know who each leader is shepherding & communicate that to your congregation so that they know who to go to when/if they have needs.

To Do:

- ❑ Be praying for God to raise up elders & deacons & a shepherding team for your church plant.
- ❑ Categorize your list of people that are part of your church - core team (potential church members), occasional visitors, etc.
- ❑ Think through your plan & strategy for shepherding your people - at worship gatherings, at other church events, on a one on one basis, at special occasions (births, deaths, weddings, etc.).

- ❑ Set a shepherding meeting & start with who you have for other leaders to help shepherd.
- ❑ Determine how you will keep attendance at your worship gatherings.

Resources:

- ✦ Appendix Y - Example Shepherding Reports

E. Maintaining Systems In A Growing Church

As your church grows, your methods may change for some systems, but the overall systems & their goals should stay the same. Even though it may feel awkward or crazy at first, go ahead & set up systems as if your church had 40 kids & 150 adults...that way you can stay a couple steps ahead of the game as your church grows. A few things to consider are:

- Volunteers - For at least the first year, and possibly forever, a lot of your ministry systems will be run by volunteers. Make sure you set up the systems in a clear enough way that it can be understood & run by a volunteer who only has a few hours a week to give. Have designated spaces set up where your volunteers can work & make sure you intentionally recognize, celebrate & thank them for giving of their time & talent!
- Determining what to pay for - Depending on your specific situation and gifting, there may be things that you feel like you can manage on your own without too much time or effort, while others you know you need to pay for from the beginning. Make sure your budget reflects these things so that you aren't caught in a bad place at the end of the year. You may start out using spreadsheets & google docs to do some of your systems, but then find yourself needing to upgrade to a church management software or planning center for worship.
- Get input - Talk to your sending church & other church planters who have gone before you as you have questions. It may be possible for you to utilize or copy some of the systems from your sending church. Or another church plant may be outgrowing some of their tools & systems and able to pass them on to you.

To Do:

- ❑ From the list of systems here (or any others that you have), determine which ones come easiest to you & which ones will be the most difficult for you to set up.
- ❑ Look at your budget to see what kind of money you have to put towards any of these systems.
- ❑ Talk to your sending church & transitional team about their role in helping you get any of these systems set up.



SECTION 3

PROGRAMS

SECTION 3 - PROGRAMS

A. Building A Core Team

Programs exist to help you form relationships with people as you plant your church. In Section 1.B we looked at building the core team. As your core team begins to take shape, they are your primary ministry focus. As you pour into your core team, you are multiplying your capacity for the church!

- Connections With Core Team Members - Your core team gathering will be your primary program with your team members until you start a community group or a weekly worship gathering. But seek to connect with your team members beyond these official church programs! Invite a family over for dinner, go to kids' games & events, play a sport with them, go for a hike with them, invite people out for coffee or lunch. As you overlap in life & see people more frequently, they will know you love them & the time spent together will deepen your relationship!
- Roles Of Core Team Members - As people express their interest & commitment to being a core team member, have ideas in your mind of how they might be a good fit for the team. God has gifted each person to help build up His body, the church, so help them find their place! As you begin to identify ministry leaders, potential deacons, potential elders, you'll want to spend a lot of time with them in different settings so that you can see their lives on display.
- Charter Members - As your church officially becomes a legal 501c3 church (non-profit organization), you will incorporate with charter members. It's important for people to be part of this process & know what all this entails. This may be a smaller group than what is at your core group gathering because these people are signing the church membership covenant. According to the church bylaws, each church should have a minimum of 20 charter members. These members will sign the membership covenant & be approved by the elders. Future members will be approved by the elders and then also voted on & accepted at a church business meeting.
- Membership Covenant - As members of a local church, people want to be part of what God is doing, and they want to know what membership entails. Be clear with your people about what church membership is and isn't so that they can make a decision about if they

are ready for it or not. Have a separate meeting with those interested in being members (charter members at first) so that you can walk through the church membership covenant with them before they sign it.

To Do:

- ❑ Make a schedule to meet with your core team members to better get to know them.
- ❑ From your core team list, determine those who are interested in being charter members.
- ❑ Schedule a time to meet with potential charter members as a group & go over your membership covenant.

Resources:

- 📌 Appendix Z - Individual Church Membership Covenant

B. Laying A Foundation In The Community

You've heard it asked, "how would the community be different if your church wasn't here?" But you have the opportunity to create relationships & an impression on the community as you start your church. Don't get so focused on things going on inside the church that you neglect the community that you came to reach with the Gospel in the first place!

- Prayer Walking - The foundation to God's work is prayer - in any capacity! But there is something about walking through the neighborhood you are serving & praying for the people who live & work there. As you prayer walk, you will learn more about your community; and as you learn more about your community, you will get to know more of the ways to pray for your community.
- Outreach Events - As you seek to get to know & serve your community, outreach events will be key. Outreach events will be opportunities to meet people as you go to them, as you invite them to your church, and as you do things together. It may be something where a partner team comes to serve with you & delivers care packages on behalf of the church to the neighborhood. Or takes batteries to replace in their

smoke detectors. Or it might be a holiday carnival (4th of July, Fall Festival, Easter egg Hunt, etc.) where you host it at the church but get fliers out to all of the homes in your neighborhood to invite them. Make sure that for every outreach event you have, you:

- 1. Make the next steps clear for them if they are interested in moving forward with the church (communicate website, worship times, etc.)
 - 2. Focus on people - don't get so caught up in serving food or running games that you miss time to connect with people. Have greeters specifically focused on mingling with people & meeting people as their job for the event.
 - 3. Get their information & follow up. Whether it's through an info card at a welcome booth or a name & email card for a raffle, have a way for people to give their contact information to you so that you can follow up with them. Follow up immediately with them, but also if they give you their email address, keep it on file so that if this is an annual event, you can invite them again next year.
- Getting To Know The Community- More likely than not, you aren't going to a brand new town. So there are community networks, ministries, leadership, etc. that will help you get to know your community & the needs & opportunities there. Find out where people hang out & what they do. Find out other ministries that may be meeting tangible needs of your community (& ask how you can help!). Find a community calendar to know what & when people are celebrating in your community. As you get to know the community, brainstorm ways you can come alongside of existing things! For example, one of our churches started a shuttle service to the big fireworks shows in their city; another church is part of a city-wide worship service; another church has a float in the annual parade; another church is sending church members as volunteers to a local ministry serving immigrants.
 - Meeting Other Pastors - As you plant a church, it's imperative to have a Kingdom mindset & realize there are others also seeking to proclaim the Gospel in your area. Even though you may have differences in how you do ministry & even theological differences, it's important to get to know other pastors around you. There may be those whom you can partner with on events to better reach your community. Either

way, it's important to know other pastors in the community as you will overlap with them throughout your time as the pastor of your church.

To Do:

- ❑ Schedule prayer walks for yourself, your leadership team, your visiting church partner teams.
- ❑ Find out about community events going on in your area.
- ❑ Meet other church pastors in your town.

C. Core Team Meetings & Community Groups

Your core team meetings will eventually turn into your community groups & your weekly worship gathering, so it's important to start them well so that you are creating a culture by example!

- *Core Team Meetings* - These may start as a Bible study, going through the Calvary Culture Curriculum, or reading through Welcome To The Family in order to help establish your group as a Calvary church. Balance the time between building relationships, meaningful content, and prayer time. And as you need to in the beginning, you may have to talk through details & logistics of the church as a non-profit.
- *Community Groups* - Over time, as your church plant gets more established, you will be able to move toward being a community group for your small group gathering. You can choose a book of the Bible to study together, a book to read together, or base your discussions off of the previous Sunday's sermon. Make time throughout your meetings to have weeks that are more focused on fellowship (maybe not a study that week), and weeks that are more focused on outreach (whether going & serving somewhere together or intentionally inviting others to be part of your group that week).
- *Elements of A Good Meeting* - No matter which kind of meeting that you are having, make sure you include the following elements:
 - Meeting space fits the gathering - Have enough chairs, etc. for what you are doing so that people aren't too uncomfortable. Communicate where food is, where water is & where bathrooms are.

- Plan for the time - As the leader, you should have at least a rough schedule & game plan in your head. If you need people to do something during the meeting, talk to them ahead of time. Respect people's time & finish at the time you have told people you would.
- Meaningful content - If you are doing a study, talking about a sermon, etc. make sure you are prepared ahead of time. Know your content, questions, etc. and have enough copies, Bibles, pens & materials for your group.
- Plan for kids - Know & communicate your plan for kids ahead of time so parents can know if their kids will be with them the whole time or if there is something separate offered for kids. If they aren't with you the whole time, make sure you have a separate space & volunteers for them.
- People focused on people - Have greeters outside before your meeting starts, and have people who will intentionally seek out newcomers or people who may be by themselves. This will be contagious in the culture of your groups & set the tone for the kind of welcoming & pursuing community you want to create in your church.

To Do:

- ❑ Schedule your meetings for the first 6 months of your church plant.
- ❑ Write out your meeting schedule & plan for each person at least once, even if you don't necessarily do it each week.
- ❑ After your gatherings, ask a couple of key leaders to help you evaluate the time together so that you can make any adjustments or improvements for the next gathering.

Resources:

- ✚ Appendix AA - [Calvary Culture Curriculum](#)

D. Preparing For Launching the Weekly Worship Service

The time leading up to your weekly worship gatherings is so exciting...and a bit daunting! There are so many details that can consume you in the months & weeks before your weekly worship service launches but don't lose sight of the goal & the excitement! God's church is preparing to gather in a new place for the first time to worship Him & proclaim His glory!

- The Huddle - Whether you call it the huddle or don't name it, make sure you have time each week before your gathering to pull your leaders together for prayer & a quick run down of any details that you may need to share. You should be able to do this meeting in 5-10 minutes at least 30 minutes before the worship service starts.
- Worship Schedule - Each Calvary Church worship service has the same elements:
 - Worship: Plan ahead to have a gifted worship leader start your service each week. Make sure that it's someone you trust and give guidance on song selection if you need to.
 - Offering: Until you have deacons installed or an official financial team, determine who from your core team is going to be responsible for leading the offering time & the physical collection & counting of the offering.
 - Sermon: Before your weekly gathering starts, you should have your sermons planned out for the next several months. Take advantage of being part of the Calvary Family of Churches & ask other CFC pastors, leaders & interns to come and preach as you need them to.
 - Communion - Weekly communion is a key element of the Calvary church worship service. Typically this happens as the end of the sermon leads into the communion time. At first, it will probably be you, as the lead pastor, transitioning from your sermon into the communion time. Until you have deacons installed, determine who from your core team is going to be responsible for preparing, serving & cleaning up the communion supplies.
- Ministry Teams - For each Sunday gathering, make sure you have your ministry teams in place so that you aren't having to do any of these on a given Sunday.

- Greeting Team/First Impressions
 - Coffee/Refreshments Team
 - Children's Ministry Team
 - Welcome Desk/Info Table/Next Steps
 - Technology/Media Team
 - Shepherding/Attendance
 - Communion
 - Offering
- Printed Materials - For each Sunday, you should have the Card, the Calvary weekly (weekly or monthly bulletin), and possibly offering envelopes. Your greeting team can hand these out as people come in, or you can have them in the pews or on the seats in the meeting space/sanctuary. (See Appendix R for printables)

To Do:

- Schedule out your sermons for the next 3 months.
- Schedule out your people serving in the needed teams for the next month.

E. Growing Deeper Through DNA Groups

As you start meeting in larger groups through community groups & your weekly worship gathering, you will notice that people are ready for small group discipleship as well. DNA groups are the way that we do small group discipleship at Calvary churches. They are groups of 2-5 men or 2-5 women who meet weekly for prayer, study & accountability. Some use a set curriculum, others read through a book, and others study a book of the Bible. (See Appendix BB for DNA Group Resources)

To Do:

- Start a list of 2-4 other men who could join you in a DNA group. Determine who would be a good leader for a women's DNA group & a few women who would be interested in being part of the first group.
- If you don't have DNA curriculum options already, gather a couple of options for the groups to choose from.

Resources:

✦ Appendix BB - DNA Group Resources



SECTION 4

BUILDING

SECTION 4 - BUILDING

A. Finding Meeting Space

As you look for meeting space, keep in mind that while your worship gathering is the main need you are looking for, there are other elements as well. While you might start by looking for a place for 30-50 people to meet for worship, keep in mind that within the first year or two, you may be up to 100 or 150 people, so be thinking about how you can make a bigger space feel smaller at first, or what your plan is as you grow. Areas to think through are:

- Children's Space
- Coffee/Fellowship
- Sanctuary
- Bathrooms
- Parking
- Large Group Space

To Do:

- ❑ Talk to other church leaders in your area or association to see if they know of any available buildings. Look for potential rental spots or talk to existing churches about using their space.
- ❑ Talk to partner churches & sending churches about nursery/ children's furniture/toys/equipment they may be getting rid of.
- ❑ Work with your sending church to determine what you need for your space.

Resources:

- 📎 Appendix CC - [Building Rental Agreement](#)

B. Making The Space Your Own

Whether you lease a place that you can keep things set up in & remodel to fit your needs, or you use a school gym for 3 hours each week, there are many things you can do to make the space your own. Walk through the space with other leaders & imagine yourself as a first time guest to

think through different needs. See Appendix EE for the list of what might be in a mobile church plant trailer.

To Do:

- Be praying for God to raise up elders & deacons for your church plant.
-

Resources:

-  Appendix DD - [Inventory List of Mobile Church Plant Trailer](#)

C. Signage & Communication

From the main road to their seat in the sanctuary, don't assume people know where they are growing. If you want to be welcoming to new people, one of the best things you can do is mark clearly where things are. You may need a sign at a major intersection directing them to your church, or to parking, you may need a sign at the main entrance directing them to the sanctuary. Remember to simplify & over communicate with people! Also, use signage at the front of the sanctuary to communicate who you are as a church & why you exist! Signage examples are found in Appendix FF.

To Do:

- Walk through your space from parking lot to sanctuary (& stop by the bathrooms & kids' area) while making a list of every sign you would need. Ask other leaders to be evaluating to see if you need more signage anywhere.

Resources:

-  Appendix EE - [Church Signage Examples](#)

D. Setting Up Coffee & Community Space

One of the highlights of people's week is the fellowship time before & after a church service. If you don't have a large enough space or a welcoming space, people won't want to hang out after a service. Take a look around your space & see what you need to do to make it effective. If you are renting a place, you may have to get creative! But a temporary wall or curtain with art or pictures on it can brighten up a space or make it feel more welcoming. A few chairs & tables can also help people see that you want them to hang out there. You can often get day old donations from bakeries in your town to help you have refreshments at a reasonable cost each week!

To Do:

- ❑ Walk through your community/fellowship space with other leaders & possibly someone from your sending church & dream about what it could look like on a Sunday morning.
- ❑ Think through art or pictures that can help cast vision of your church & tell the story on the walls.
- ❑ Talk to local bakeries to see if you can get their day old pastries on Sunday mornings. (Have one of your core team members be responsible for this!)

E. Effective Children's Ministry Space

As you start your church plant, you will need 3 spaces minimum for children. You may have to divide up a larger room to make this possible. You'll need a space for 0-2 year olds & possibly need to bring in mats for the floor to keep the space clean for those crawling! You'll need a space for 3-5 year olds; and you'll need a space for K-5th grade (possibly K-2 and 3-5). These spaces need to be consistent every week so that kids know where to go & parents know where to pick their kids up. Use a cart or storage bin to have each class's supplies for them. Make sure there are restrooms near by for the kids to use during class.

To Do:

- ❑ Look at your core team list to determine how many kids you have to begin with & what ages/grades they are.
- ❑ Look through your children's curriculum to determine the types of supplies you will need on your carts/storage bins.

- ❑ Make sure signage is clear for the classes, restrooms, check-in/out.
- ❑ Look at any outside areas to make sure they are fenced in, safe & clean!



SECTION 5

LEGAL

SECTION 5 - LEGAL

A. Initial Set Up

There are so many pieces to setting up a church plant, and the legal formation of a non-profit corporation is one of the ones many church planters are unfamiliar with! Thankfully, you only have to do it once and we have many tools here to help you. Appendix GG is the CBGC Legal Process map for churches planted in Colorado, but it is helpful for churches planted anywhere!

The church is legally formed when you vote to adopt your bylaws and register your Articles of Incorporation with the Secretary of State. Many other steps follow this, but this is what legally forms you as a church.

- Step 1: Make a plan to adopt your church bylaws. This can be done with just the elders or with all of the charter members. These need to be dated the same day that the Articles of Incorporation are filed. Sign the Initial Board Meeting Document (Appendix II) & hold on to this as the first official meeting minutes for your church.
- Step 2: File your Articles of Incorporation online. Go to your state's secretary of state website & search the business database to make sure your church's name isn't taken. Follow their process for filing your AOI online. You can upload the CFC AOI (Appendix HH) as part of this process. You will also have to set up a registered agent, who is the person to serve as the point of contact for your church/organization. There is a fee as you file your Articles of Incorporation as well.
 - Your status with the state must be updated each year. In most states, they will email you to report & update & pay the annual fee. This keeps you in "good standing".
- Step 3: - You can now apply for a EIN (Federal Tax ID Number) online at irs.gov. This will be your church's identifying number for payroll, taxes, and everything business/legal in the future.
- Step 4: You don't necessarily have to do this at this time, but if you want to adopt any of the church policies (Appendix JJ), you can do so when you have your initial board meeting. Appendix KK is a "Resolution to Adopt Church Policies" that you can edit to make it specific for the policies you are adopting.

As a non-profit corporation, you are required to keep a corporation minute book. This is just a notebook where you have the following:

- Signed Copy of Church Bylaws, dated the day you adopted them
- Copy of Articles of Incorporation Filing
- FEIN
- 501c3 Letter
- Meeting Minutes (your "Initial Board Meeting Minutes" are the first official meeting minutes you have)

To Do:

- Edit Church Bylaws to be specific for your church.
- Edit Articles of Incorporation
- Edit Church Policies
- Edit the Resolution to Adopt Church Policies

Resources:

- ✦ Appendix FF - [CBGC Legal Process Map](#)
- ✦ Appendix GG - [Church Articles of Incorporation](#)
- ✦ Appendix HH - [Initial Board Meeting Document](#)
- ✦ Appendix II - [Calvary Church Policies](#)
- ✦ Appendix JJ - [Sample Resolution To Adopt Church Policies](#)

B. Bylaws & Network Affiliation

As you are being planted by a Calvary Church, you will be part of the Calvary Family of Churches. In Section 1, we mentioned the Calvary Family of Churches Membership Packet. Your elders need to sign the Resolution to Join the CFC (Appendix LL) and sign the CFC Membership Covenant (Appendix MM) & return it to a CFC staff member.

To Do:

- Talk to CFC leaders & other network leaders to find out what is necessary for your church plant to be part of their organization/network.
- Talk to CFC leadership about when the next CFC board meeting is so that you can attend.



Resources:

- ✦ Appendix KK - [Church Resolution to Join CFC](#)
- ✦ Appendix LL - [CFC Membership Covenant For Churches](#)

C. Branding Guide

In Section 2.B we mentioned that the Calvary star is a trademarked logo, so there are branding guidelines to how it is used. There is also a trademark agreement that each Calvary Church signs since the trademark is officially owned by the Calvary Family of Churches.

To Do:

- ❑ Let the CFC know if you need help creating any of your church logos.
- ❑ Make sure you have printed off & returned a signed copy of the trademark usage agreement to the CFC staff.

D. Finances

Section 2.A has most of what you need to establish the finances at your church plant. In these first few months, establishing the practice of your policies, opening a bank account, and working with your sending church on your budget will be the main goals. In the *After the Launch: Years 1 & 2* playbook, there are more specifics on how to become more self-sustaining & independent as a church in your finances.

Different banks have different requirements on what you will need in order to open a church bank account, but here are some of the common things:

- Certificate of good standing (from Secretary of State after you have filed your Articles of Incorporation)
- Signed Copy of Church Bylaws
- EIN

- 501c3 status (until you are credentialed by the state SBC convention, you are using your sending church's 501c3 status & number, so you will need a letter from them stating that).
- 2+ elders/signers for the church will have to go together to open the bank account

To Do:

- ☐ If you don't have a mailing address yet for the church, open a PO box for the church.

E. Official Credentialing

Each state convention for the SBC has a different way that they do credentialing, so contact your CPC in order to make sure that process is started for your church plant & to know the necessary steps.

To Do:

- ☐ Contact your CPC about the credentialing process.



APPENDIXES

APPENDIXES

SECTION 1: LEADERSHIP

- A. [CFC Church Planting Process Map](#)
- B. [NAMB Support Calculator](#)
- C. [CFC Support Raising Policies](#)
- D. [CFC Support Raising Info](#)
- E. Namestorming Sheet
- F. [Church Bylaws](#)
- G. [CFC Membership Packet](#)
- H. [Calvary Church Elder Ordination Process](#)
- I. Elder Training Materials
- J. Deacon Process
- K. Deacon Training Materials
- L. [Volunteer Application](#)

SECTION 2: SYSTEMS

- M. [Financial Policies](#)
- N. [Sample Church Budget](#)
- O. [Finance Chair Job Description](#)
- P. Sample Prospectus
- Q. Sample Preaching Schedule
- R. [Templates of Printables](#)
- S. CFC Church Website Guidelines
- T. [Brand Standards Manual](#)
- U. [Trademark Usage Agreement](#)
- V. [Calvary Kids Visitor Info Card](#)
- W. [Calvary Kids Check In-Out Process](#)
- X. Calvary Kids Volunteer Job Description
- Y. Example Shepherding Reports

SECTION 3: PROGRAMS

- Z. Individual Church Membership Covenant
- AA. [Calvary Culture Curriculum](#)
- BB. DNA Group Resources

SECTION 4: BUILDING

- CC. [Building Rental Agreement](#)
- DD. [Inventory List of Mobile Church Plant Trailer](#)
- EE. [Church Signage Examples](#)

SECTION 5: LEGAL

- FF. [CBGC Legal Process Map](#)
- GG. [Church Articles of Incorporation](#)
- HH. [Initial Board Meeting Document](#)
- II. [Calvary Church Policies](#)
- JJ. [Sample Resolution To Adopt Church Policies](#)
- KK. [Church Resolution to Join CFC](#)
- LL. [CFC Membership Covenant for Churches](#)