



ESSENTIAL EXPERIENCES
The Essentials for Starting a Missional Church

Worksheet #5: “How Do We Put It Together?”

This worksheet is designed to be used with Unit Five of our “Essentials” training for church planters. After printing this worksheet, complete the exercises and process it with your church planting coach.

An Essential Experience

1. Using the following checklist, complete your Personal Preparation for church planting.
 - Complete a church planter ASSESSMENT process
 - Complete BASIC TRAINING and secure a church planting coach (contract completed)
 - Take your first PERSONAL PRAYER RETREAT (an extended time alone with God, i.e. a day or more) to clarify your calling, vision, values, & beliefs about the church, and to begin to identify who God is calling you to reach. Record what you hear God saying to you.
 - Schedule your second PERSONAL PRAYER RETREAT
 - Complete Essential Experience #1 and process it together (visit churches and evaluating them missionally; reflecting on what it means to be a Kingdom church/ ecclesiology; envisioning a new church)
 - Write out your initial vision for this new church
 - Complete Essential Experience #2 and process it together (interviews; calling worksheet)
 - Write out a “first draft” of your personal values (may be a long list)
 - Gather your “hard” data from more than one source and begin analyzing your potential MINISTRY FOCUS GROUP. Make at least 10 observations that are significant to your church plant.
 - Meet and converse with at least 10 unchurched people in your MFG to confirm or question your “hard” data impressions and to test out name ideas.

- ❑ Select your new church name.
 - ❑ Determine/define your model of church.
 - ❑ Create a “first draft” TIMELINE.
 - ❑ Create a “first draft” PROSPECTUS and field test it with at least 3-5 potential supporters or core people
 - ❑ Set up your initial website
 - ❑ List potential strategic partners and begin recruiting them; goal of _____
 - ❑ Recruit your legal trustees and set up your accounting/legal structures
 - ❑ Complete Essential Experience #3 (enlist intercessors; prayer strategy)
 - ❑ Take your second PERSONAL PRAYER RETREAT to continue clarifying your vision, values, & strategy. Record what you hear God saying to you.
 - ❑ Schedule your third PERSONAL PRAYER RETREAT.
2. Using the following worksheet, complete a “first draft” of both a Start Up Budget and a Quarterly Operating Budget.

CREATING A CHURCH PLANTING BUDGET

1. Determine Your **Model**

- Middle-class – Facility Based (i.e. suburban, urban)
 - a. Critical mass? Temporary facility needs (based on program/strategy), options & capabilities?
 - b. Small (under 200), mid-size (200-400), large (400-750), or very large (750+)?
 - c. Bi-vocational, full-time single staff, or multi-staff?
- Poorer Community – Facility Based (i.e. urban, transitional, etc.)
 - a. Critical mass? Facility needs (based on program/strategy) & options?

- b. Small (under 200), mid-size (200-400), large (400-750), or very large (750+)?
 - c. Start with no salary, bi-vocational, or full-time?
 - d. Will I become full-time? If so, what are my contingency options?
- Simple or House Church (not a Cell Church)
 - a. Permanent or temporary model?
 - b. Clarify vision & strategy
 - c. Will I draw any salary? Will anyone else?
 - d. Will we multiply autonomous House Churches or will we function as a Network of House Churches? Strategy? (Will there be a Network gathering – if so, where?)
- Non-Facility Based Model (a new emerging model)

2. Determine Your **Location**

- If you are non-facility based, where & when will you meet?
- If you are facility based:
 - a. Is this location **accessible**? Easy to get to?
 - b. Is this location **visible**? Can people see it? Is signage possible?
 - c. Is this location **usable**? Does it have the space, parking, etc. we need?
 - d. Is this location **affordable**? Is the cost within our means?

Possibilities: schools, community buildings, theaters, hotel meeting rooms, shopping strip centers, vacant stores, empty space in a mall, another church building, library, restaurant

3. Identify Possible Sources of **Funding** For This New Church

4. Determine **Start Up** Costs (Money needed before you begin!)

CHURCH PLANT START UP BUDGET

• Salary(s)	\$ _____
• Deposits	_____
• Music/Sound/Technical Equipment	_____
• Nursery/Preschool Equipment	_____
• Chairs/Tables/Furniture	_____
• Computer/Phones/Office Equipment	_____
• Logo Design/Printing/Stationary	_____
• Advertising/Community Awareness	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
• _____	_____
TOTAL	\$ _____

5. Develop Your Operating Budget On A Quarterly Basis

CHURCH PLANTING OPERATING BUDGET WORKSHEET
(Initially use quarterly)

MONTHLY INCOME

- | | |
|-----------------------------|-----------------|
| 1. Sponsor Church(es) | \$ _____ |
| 2. Denomination | _____ |
| 3. Other Outside Sources | _____ |
| 4. Tithes & Offerings | _____ |
| 5. Other | _____ |
| TOTAL MONTHLY INCOME | \$ _____ |

MONTHLY EXPENSES

- | | |
|--|----------|
| 1. Staff - | |
| 1.1 Salaries | \$ _____ |
| 1.2 Housing Allowance | _____ |
| 1.3 Expenses | _____ |
| 1.4 Retreat/Conference/Training | _____ |
| 1.5 _____ | _____ |
| Staff Total | \$ _____ |
| 2. Worship/Celebration - | |
| 2.1 Banners/Signage | \$ _____ |
| 2.2 Stage materials (backdrop, foliage, etc) | _____ |
| 2.3 Music/Slides | _____ |
| 2.4 Music/Sound Equipment | _____ |
| 2.5 Honoraria | _____ |
| 2.6 Drama/Media/Video | _____ |

2.7 Lord's Supper Supplies	_____
2.8 Hospitality (coffee, etc.)	_____
2.9 Tape/CD Duplication	_____
2.10 _____	_____
2.11 _____	_____
Total Worship/Celebration	\$ _____

3. Children and Youth -

3.1 Sheets, blankets, rugs	\$ _____
3.2 Playpen/Swings/Equipment	_____
3.3 Rocking chairs/Children's chairs	_____
3.4 Toys and books	_____
3.5 Diapers/Nursery supplies	_____
3.6 Curriculum/Supplies	_____
3.7 Storage containers	_____
3.8 TV/VCR/Carts/Computers/Projectors	_____
3.9 Children's video tapes/music	_____
3.10 Youth curriculum	_____
3.11 Youth activities	_____
3.12 _____	_____
3.13 _____	_____
3.14 _____	_____
Total Children and Youth	\$ _____

4. Outreach -

4.1 Events/Servant Evangelism	\$ _____
4.2 Outside banners/street signs	_____

4.3 Design/Printing/Brochures	_____
4.4 Website	_____
4.5 "Farming" materials/tracts	_____
4.6 Direct mail/Phone outreach	_____
4.7 Newspaper ads/Yellow pages	_____
4.8 Flyers and posters	_____
4.9 Radio and television	_____
4.10 Videotapes/CD's	_____
4.11 Postage	_____
4.12 _____	_____
4.13 _____	_____
Total Outreach	\$ _____

5. Facilities -

5.1 School or meeting place rental	\$ _____
5.2 Custodial	_____
5.3 Appreciation	_____
5.4 Office rental	_____
5.5 Utilities	_____
5.6 Liability insurance	_____
5.7 Storage unit and/or trailer	_____
5.8 Storage containers	_____
5.9 Office equipment/furniture	_____
5.10 _____	_____
5.11 _____	_____
Total Facilities	\$ _____

6. Discipling and Groups -

6.1 Materials	\$ _____
6.2 Information table	_____
6.3 Bibles and literature	_____
6.4 Small group materials/curriculum	_____
6.5 Sunday School curriculum	_____
6.6 Gifts for guests	_____
6.7 _____	_____
6.8 _____	_____
Total Discipling and Groups	\$ _____

7. Administration -

7.1 Secretarial/Bookkeeping compensation	\$ _____
7.2 Office supplies	_____
7.3 Telephone	_____
7.4 Copier and copying	_____
7.5 Computers/Software	_____
7.6 Printers/Scanner	_____
7.7 Answering machine/Voice mail	_____
7.8 Insurance (Liability, property, workers compensation, etc)	_____
7.9 _____	_____
7.10 _____	_____
Total Administration	\$ _____

8. Missions/Church Multiplication -

8.1 Denomination/Association	\$ _____
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8.2 NCI Support/Church Planting	_____
8.3 Church Mobilization/Global Impact	_____
8.4 Other mission organizations/projects	_____
8.5 _____	_____
8.6 _____	_____
8.7 _____	_____
Total Missions/Church Multiplication	\$ _____
TOTAL EXPENSES	\$ _____