

Steps to Planting a Church in the Penn-Del District

The following steps can help you as you launch your new church. As each step is completed, write the date in the blank to the left of the step number. This will help prevent the church planting process from being delayed due to an incomplete step.

_____ **Step 1: Take a Church Planter Assessment**

Contact Tom Rees (tom@penndel.org) to schedule a Church Planter Assessment. The prospective church planter and spouse will undergo a Behavioral Assessment Interview. Assessments usually begin at the Penn-Del District Ministries Center at 10:00 AM and conclude by 3:00 PM with lunch.

_____ **Step 2: District Church Planting Director Approval**

Review the results of the Church Planter Assessment. Take time to pray and process the recommendations.

_____ **Step 3: Attend Boot Camp**

Attend a Penn-Del Boot Camp held in November.

_____ **Step 4: Speak to Potential Parents and Partners**

Initiate a meeting with a Parent or Sponsoring Church. Secure their approval.

_____ **Step 5: Sectional Approval**

Initiate a meeting with the Presbyter and his Sectional Committee. Secure their approval.

_____ **Step 6: Complete 20/20 Application**

Church planting partnering funds may be available to qualified churches that are part of a mothering church plant. For an application, contact Church Planting and Development.

_____ **Step 7: District Superintendent Approval**

Initiate a meeting with the District Superintendent. Final approval will hinge on whether the church planter is called to plant this church.

_____ **Step 8: Complete New Church Opening Form**

To be recognized as an AG church, the church planter should contact Penny Wheatley (penny@penndel.org) at the Penn-Del District Ministries Center to complete a NEW CHURCH OPENING FORM. After the church has officially had its first service the form will be filed with Springfield.

_____ **Step 9: Receive Dependent Assemblies Constitution**

When the NEW CHURCH OPENING FORM is completed, then a copy of the DEPENDENT ASSEMBLIES CONSTITUTION will be mailed to you.

_____ **Step 10: Receive a 501(c)(3) Packet**

As part of the Assemblies of God, your church can operate under the General Council's 501(c)(3) exemption. When your NEW CHURCH OPENING FORM is completed this packet will be sent to you.

_____ **Step 11: Apply for an EIN Number**

You will need to complete an application for your Employer Identification Number (EIN)– Form SS-4. You can complete the SS-4 form online (https://sa.www4.irs.gov/sa_vign/newFormSS4.do). When you receive your EIN number, you should contact the District Ministries Center immediately and give it to Arnold Wheatley. Once we receive your EIN, we will forward the application to General Council.

Step 12: Apply for a State Sales Tax Exemption Number

When you contact Arnold Wheatley at the District Ministries Center he will submit your information to the state and get your State Sales Tax Exemption certificate for you.

Step 13: Open a Church Checking Account

Take your 501(c)(3) and your EIN number to the bank to open your church checking account. The signature card for the checking account should include the signature of either the sectional treasurer or the treasurer of the mother church.

Step 14: Apply for the STL Grant

Speed the Light (STL) will help you with funds for a sound system or video projection system. If you are either licensed or ordained through the AG and your church is less than two years old you may apply for this grant. STL will only release funds after the church has launched. You will receive the application form with approved resources once your NEW CHURCH OPENING FORM has been received in the District Ministries Center. For questions on STL equipment please contact Doug Sayers (dvd@penndel.org) at the District Youth Ministries office.

Step 15: Apply for the BGMC Grant

Boys and Girls Missionary Crusade (BGMC) will help with a grant for GPH resources. If you are either licensed or ordained through the AG and your church is less than two years old you may apply for this grant. You will receive the application form with approved resources once your NEW CHURCH OPENING FORM has been received in the District Ministries Center. For questions on the BGMC grant please contact George Krebs (george@penndel.org) at the District Youth Ministries office.

Step 16: Set Up Your Church Financial System

When you have opened the church checking account, you are then eligible to receive contributions. Make an appointment with Randy Rhoads (cerrer@aol.com) to set up your church financial system and review your salary structure. Many financial issues need to be addressed including housing allowance and Social Security payments. More information can be found at (www.newminister.com).

Step 17: Obtain Church Insurance

Prior to holding any public meetings, the church planter needs to obtain church insurance. To set up your coverage, contact Dave Olshevski with Brotherhood Mutual Insurance (724) 588-8750. In the event of a mother church plant you may do better getting a rider added from the parenting church policy.

Step 16: Adopt a Children's and Youth Risk Management Policy

Your church needs to adopt, implement and abide by a Children's and Youth Risk Management Policy. The District has put together a comprehensive policy which you can adapt to your church. Contact George Krebs (george@penndel.org) to get a copy and a consultation.

Step 17: Set the Agenda for Your Advisory Board Meeting

When you meet with either your sectional Home Missions committee or the Board of the mother church, the following agenda items should be considered:

- a. Adoption of Children's and Youth Risk Management Policy.
- b. Determine the salary package for the pastor (Housing, insurance, social security, etc.).
- c. Prepare a financial and attendance report for the District Office. This report must be sent to the Church Planting Office each month. If you have software that generates a comprehensive report, then you may submit that in lieu of the monthly financial portion of the form.
- d. Adopt the DEPENDENT ASSEMBLIES CONSTITUTION required by the District.
- e. Approve new church start-up budget worksheet.