

POLICIES FOR LAUNCHING A MULTI-SITE FAITH COMMUNITY

(MOTHER/DAUGHTER OR EXTENSION CAMPUS)

When an established healthy church feels called by God to start a new congregation as a way of reaching a new mission field using its staff, members, and resources, it may consider becoming a “mother church.” The great blessing and value of this decision by a mother church is that it replicates its healthy DNA into a New Church, while recognizing that the daughter church will have its own unique “fingerprints” of style, ministry, and focus. In this model, the daughter congregation is started with the full intent of chartering when it becomes financially and programmatically independent.

When an established healthy church feels called by God to reach into a new mission field by starting an extension campus, and it is clear that the new campus has no intention of ever chartering or incorporating, it is considered an ‘Extension (or satellite) Campus.’ The great blessing and value of this model is that it replicates the healthy DNA of mother church into a new campus, while realizing the extension campus will have its own unique ‘fingerprints’ of ministry, style, and focus.

The primary purpose of these guidelines is to communicate to the District, Cabinet, prospective Planter and others, those principles of New Church development which will guide the CNCD as it (a) decides whether to recommend approval to the Cabinet to start a new Mother/Daughter church, OR Extension Campus, and (b) monitors and supports the project from birth to becoming a Chartered UMC if it is a Mother/Daughter model...or to a long term healthy relationship with the mother church if it is an Extension Campus.

Because this model requires NCLI trained/assessed pastors, and since the Daughter Church or Extension Campus may receive funding from the Conference, the following guidelines and policies must be met and will lead to greater probabilities of success.

1. The prospective Mother Church must go through the following assessment/training process:
 1. Meet with the CNCD to begin the process.
 2. Fill out the application to become a Mother Church;
 3. Attend an assessment/training session provided by the CNCD;
 4. Complete the Path 1 “Readiness 360” assessment survey;
 5. 100% apportionment payout the year prior to birthing a new Daughter congregation...and remain on track for annual %100 payout each year as a Benchmarks for the Extension Campus or Daughter Church to receive funds approved in the grant.

2. The role of the CNCD is:
 1. To support and facilitate the mother/daughter or extension campus relationship by guiding the mother church through the mother church assessment, training, and preparation process;
 2. To provide needed funds for the establishment of the daughter church or extension campus per an approved grant;

3. To support the Mother/Daughter or extension campus relationship with coaching, training, and equipping;
 4. To help the new faith community grow, and guide it in conjunction with the mother church through the process of launching and in time incorporating and chartering if it is a daughter church.
 5. To assist the DS and Cabinet in their work of starting New Churches and faith communities.
3. Prior to beginning the relationship, a Covenant (page 15) must be signed between the Mother church, the Planter, the respective DS and the Director.
 4. The Multi-Site model application (see appendix 9) must be completed by the Planter and the Sr. Pastor. It is strongly recommended that a substantial majority of the following guidelines be satisfied. To the extent they are not satisfied; the Planter and the Sr. Pastor shall submit an explanation to the CNCD.

FINANCES

1. **Financial Plans**- As part of the application, the CNCD shall provide a 4-year financial plan which shall be refined in consultation with the Planter, and the Sr. Pastor of the Mother Church. Such plans shall set forth the expectation of giving from the new congregation and the anticipated support from the Mother Church, District and Conference. (See appendix 15) The plan will set forth the expectation of giving from the new congregation, voluntary missional giving, District and Conference support and provide detailed income and expense estimates and calculations for the project. Chart of Accounts line items may be modified for the particular new start. Using this financial plan, the CNCD should evaluate its financial resources to be certain that it can financially support a New Church Start. In submitting an application for a New Church Start, the CNCD assumes the responsibility for underwriting much unfunded budgeted expenditures.
2. **Missional Giving**- Each new start is expected to give 10% of its offerings each month to mission projects beyond itself. Of the required 10% of the congregational giving for missions, 5% is to be given to the Conference New Church Development apportionment and 5% to missions chosen by the congregation or Mother Church. Participation in global mission is encouraged to be through the United Methodist Church. This giving will be reported on the monthly Missional Vital Signs report. (Appendix 32)
3. **District Support**- District financial support of the New Church Start should be carefully determined with the intent on encouraging churches within the district to financially and/or otherwise support the New Church plant ('baby-shower', volunteers, short term missionaries to help open public worship, prayer partners, etc.)
4. **Sources of Support**
 1. Investment from the Mother Church
 2. Contributions from the new congregation or extension campus
 3. Pledged support from nearby and other District churches
 4. "Family & Friends" of the Planter and launch team members
 5. Conference approved grant from the CNCD
 - 6.

5. Operational Procedures

1. Utilizing the formats in Quick BooksPro for Non-Profits, or the Accounting System utilized by the Mother Church, the New Church Start (when assuming financial responsibility) will provide to the DS, and the CNCD by the 15th of each month the Balance Sheet and Income and Expense reports. Initially, these reports will be provided by the Mother Church until the new congregation is able to assume accounting responsibility.
2. The funding for the Daughter church or Extension Campus is provided partially by the Mother church and partially by grants from the CNCD. The monies provided from the CNCD are grants that come from apportionments. Therefore all such monies must be treated with extreme fiscal responsibility and respect. Pursuant to that, the following procedures will apply regarding all ministry funds sent from the Conference to the project:

6. Expenditures/reimbursements from the CNCD

1. Requests for reimbursements from the CNCD grant are for the use of the daughter church only (not to supplement the operating budget of the mother church).
2. Requests must be made on the official form (appendix 27). This form may be downloaded and filled in online. Receipts may be scanned and be sent as attachments. If the New Church does not have a scanner they may use snail mail to send both the form with all the receipts attached, or hand deliver to the Conference Ministry Center.
3. The New Church Planter will be provided with budget numbers that correlate to different kinds of expenditures (worship, administration, payroll, capital, etc.) These numbers must be written on the receipts for accounting purposes.
4. The following reimbursement procedures are to protect the New Church Planter and/or a member of his/her team. The CNCD needs a paper trail that proves who the purchaser is and they are indeed the person being reimbursed.
 - If the expense was paid by personal check a copy of the check will be needed. (These can be downloaded at any time on the account holder's internet banking site).
 - If a personal credit card was used the receipt must show the name of the purchaser.
 - For capital expenses, large item purchases, or direct vendor payments, a bid or invoice from the vendor must be emailed to the CNCD office, and the CNCD will pay the vendor directly.
 - All capital or large expenditures must be approved by the CNCD prior to any agreement with vendor.

STAFF

1. **Adding Staff**- The addition of staff should be carefully approached in light of the overall strategic plan; timing of developing ministry areas of evangelism, discipleship, nurture, and ministry; budgetary considerations; and the pastor's strengths and weaknesses. Well thought out position descriptions must be provided to the Mother Church, DS and the CNCD, prior to searching for or hiring staff. The issues of benefits, part-time moving to full-time with increasing responsibilities and employer fiscal responsibilities should be carefully considered. Even though grant money from the CNCD may be used for adding staff, it must be clear that staff in a multi-site are under the purview and supervision of the Mother Church and are part of the payroll of the Mother Church. Grant money is sent to the Mother Church to be allocated out in terms of staff compensation approved by the SPR committee and Sr. Pastor, in conjunction with the Planter.
2. **Part-Time/Occasional Staff**- Part time or occasional staff who work for short periods on a weekly basis or on an as required basis are subject to FICA and Medicare and must be reported as employees and not sub-contractors.

LOCATION & LAND ISSUES

1. **Location**- A new start shall be located in under served ministry areas. In most instances a New Church site should be at least five miles from an existing United Methodist Church. This criterion may be overridden when there is a natural barrier dividing the community or when other United Methodist Churches in the area are not prepared or equipped to serve a new, growing, and/or changing area.
2. **Minimum Requirements**
 1. **Temporary Venue (school, theater, retail space, etc.):** Must be suitable for worship, child care, and if possible, Sunday school class rooms. The space should be able to accommodate at least 300 in multiple services. All temporary venues must be approved by District Board of Church Location.
 2. **Permanent Venue:**
 - o *Size:* A minimum of ten buildable acres is strongly recommended.
 - o *Site Evaluation Worksheet:* The site evaluation worksheet must be completed and submitted to the CNCD before land is purchased. (appendix 18)
 3. **Population:** The District must secure current demographic information regarding present and future population in order to justify and support the location of a new congregation. A resource for the demographic information is MissionInsite, and the Conference New Church Development office.
3. **Tax Exemption Application**- The Planter and/or the DS should apply to the county tax collector's office for regulations regarding this property being placed on the tax exempt rolls. Follow-through on this item is crucial so the North Texas Conference does not pay property taxes on this site (Appendix 36).

CREATING A CULTURE OF CHURCHES STARTING CHURCHES

To foster a culture within the Conference of “Churches Starting Churches” each Mother Church is:

- a. Urged to consider expanding its Multi-Site strategy by birthing additional daughter congregations, Extension Campuses, or other New Faith Communities
- b. Allowed to exclude all direct expenditures on the Daughter or Extension Campus from its apportionment calculations
- c. Asked to promote within the Conference the value of becoming a Mother Church in personal networking, Conference and District events, and communications outlets.