**The EXTENDED Guideline of THE CPF Request**

**Hawaii Pacific Baptist Convention (HPBC)**

**Church Planting Office (CPO)**

(Revised January 25, 2019)

This guideline is designed to provide information regarding the qualifications, procedures and grant policies for the administration of the Church Planting Fund (CPF).

**I. CONCEPT**

**I-1. Definition:**

The HPBC Church Planting Fund is a fund that assists an HPBC congregation as it plants a new church. Granted funds are to be used during a one-year time frame (annual); and can be renewed if certain conditions are met (conditional) – see V. Church Plant Growing Process & Their Requirements.

This new missional congregation will be consistently obedient to the Great Commission (Mt 28:18-20), by making disciples who make disciples, multiplying believers, and planting churches that plant churches.

**I-2. Source:**

The CPF is 100% NAMB funds that are provided by the mission gifts from North American Mission Board (NAMB).

**I-3. Purpose**

The CPF is designated to assist 1) an HPBC affiliated “Missional” church that multiplies a new “Missional” fellowship, church-type mission, or constituted church; or 2) a new HPBC affiliated “Missional” church that has started within 5 years.

**I-4. Definition of Congregation:**

The HPBC local congregation embraces a **church**, a **church-type mission** or a **fellowship**. Those 3 types of congregations can defined as follows:

* **Church** is a body of baptized believers that has formally constituted into a church. This church must be affiliated with HPBC through the process of HPBC affiliation.
* **Church-type mission** is a body of baptized believers, which is combined with prospective converts, having a distinct identity that meets regularly for worship, engages in Bible study and evangelism, and provides opportunity for stewardship and fellowship, but has not yet constituted as church. This church-type mission must be affiliated with HPBC through an HPBC affiliated-sponsor church.
* **Fellowship** is a body of baptized believers, which is combined with prospective converts, who plan to launch a new church-type mission or a local SBC church. This fellowship must be affiliated with HPBC through an HPBC affiliated-sponsor church.

**I-5. Rationale:**

**Strategic Statement of HPBC Church Planting:**

* Churches plant churches.

**Primary Core Values of the Biblical Church Plant:**

* **Prayer** – Explore the spiritual movement of God for Church Planting Movement (Acts 1-28)
* **Missional** – Reproductive passion(Matt 28:18-20)
* **Local –** Relevant to local community (Acts 15:28; 20:20)
* **Connect** – Connect with local partner churches and leaders (Ephesians 1:22-23; 2:20-22)

**I-6. Values**:

The CPF is provided according to the following values:

* Evangelism through Church Planting: We value church planting as the most effective method of local community evangelism.
* Partnership: We value “cooperative work” with partner churches and individual partners.
* Local Church’s Sponsorship: We value the accountability of a local church.
* Autonomy of a Local Church: We value the autonomous decision-making of the local congregation for a church plant.
* Self-sustaining plan: We value the desire to be self-sustaining as a goal for a new congregation.
* Diversity: We value the diversity in church planting approaches to diverse people groups in the Hawaii/Pacific region.
* Missional Church: We value the churches that multiply churches.

**I-7. Criteria:**

* Plan:
  + We expect the church plant to have clear, realistic vision and action plan for growth
  + We expect the church plant to maintain an intentional, self-sustaining plan.
  + We expect the Sending (or local sponsoring) church and the supporting churches to work alongside with the new church plant with long-term implementation plan
* Connect:
  + We expect the new church plant to retain a cohesive, productive partnership with the Sending (or local sponsoring) church and the supporting churches.
* Process:
  + We expect the church plant to display the intentional process that multiplies new believers, small groups, disciples, leaders or churches.
  + We expect the church planter to stay within personal development process.

**I-8. Limit:**

The CPF is limited to an HPBC affiliated church that is still in need of assistance since it has launched within 5 years. It is, likewise, confined to an HPBC-affiliated Sponsoring (or Sending) Church that continually multiplies a church-type mission or a fellowship in the state of Hawaii, the US territories of Guam and American Samoa; and the Pacific Island nations under US protectorate, for the ministry of the other geographical area is covered by SBC International Mission Board (IMB) or other domestic state conventions. However, there is a geographical exception. The CPF may be applied to HPBC-affiliated multiplying churches in Asia that focus on USA military communities.

**II. QUALIFICATION OF THE CPF APPLYING CHURCH**

**II-1. The applying church, as a SBC local church, must:**

1. Be an HPBC affiliated or cooperating church that contributes to the Cooperative Program for global missions through the HPBC (Minimum 6% of the annual budget without designation) and gives other contributions) to SBC mission entities, such as Sue Nishikawa, Annie Armstrong, Lottie Moon, World Hunger, HPBC local Associations (Minimum 4% of the annual budget without designation);
2. Report annually through the Annual Church Profile (ACP) to the SBC;
3. Participate in associational and state convention events

**II-2. A new church plant** that receives the CPF through the local sponsor (or Sending) church is also required to meet the same qualifications THAT the applying church has to meet. See the section II-1. The church plant must satisfy the basic requirements to become a church (or a church-type mission), which practices a regular meeting, giving to the Cooperative Program, and a minimum of one baptism per year. (The church plant, in Phase I of the church planting growing process, is exceptional. See V-1)

**II-3. A CPF requires a congregational agreement**

The Sending (or local sponsoring) church must vote with the whole congregation or the alternative group, such as church planting team, deacons, elders, that represents the congregational agreement before applying for the CPF assistance.

**III. PARTNERSHIP**

The HPBC CPO requires every church plant to have a Sending Church and a minimum of two supporting churches. If the Sending Church is not an HPBC church, the new church plant must have an HPBC church as the Sponsoring Church.

**III-1. Concept:**

* Each church involved in the start of a church plant can pray, participate, and/or provide for the physical, emotional, and spiritual needs of the church plant, the planter, and his family.
* The Sending Church is accountable for a new church plant. Using the the resources granted by HPBC CPO, and resources from partner churches, the Sending church helps the church plant become a new healthy, self-sustaining church that grows and multiplies disciples.
* A local sponsoring (HPBC) church functions same as a Sending Church, and works alongside the out-of-state Sending Church, to empower the church plant.
* Supporting church is a church that comes alongside a local Sponsoring or Sending church. In many ways, strong Supporting churches can play a primary role in a church planter’s long-term health and success.

**III-2. The Role of HPBC Sending (or Local Sponsoring) Church:**

* Plays the key role in helping establish the self-sustaining work
* Be accountable for the NAMB funding (or resources) to the new church plant
* Coach the church plant to become a healthy, missional, local, SBC church through the regular-based meeting at least once a month
* Work alongside with other supporting churches

**III-3. The Supporting Church**

* Support the new church plant by going, learning, telling, praying, sending and giving
* Work alongside with the sponsor church

**IV. APPROVAL PROCESS**

The CPF assistance requires NAMB endorsement. The church planter goes through the following steps to be endorsed by NAMB:

1. Register at [namb.net](http://namb.net/)

2. Consult and Connected to the Field by NAMB mobilizer.

3. Field notifies NAMB to send application to candidate.

4. Application is completed and submitted by the Candidate.

5. Application is processed, and the following requirements are sent to be completed.

a. Background/Credit Check

b. Ministry Safe Training

c. 4 References

d. Invitation to online assessments sent (after background check).

6A. If approved for pre-assessments and single the following assessments are required:

a. Church Planter 360

b. Church Planter Assessment

c. Church Planter DISC Assessment

6B. If approved for pre-assessment and married, the following assessments are required:

a. Church Planter 360

b. Church Planter Spouse 360

c. Church Planter Assessment

d. Church Planter Spouse Assessment

e. Church Planter DISC Assessment

f. Church Planter Spouse DISC Assessment

g. Prepare-Enrich Marriage Assessment (Church Planter and Spouse complete together)

7. Church Planter and/or Spouse attend Assessment Retreat or In-person Interview (Two days of In-person interviews with Assessors, reviewing pre-assessment reports)

8. Assessment Summary Report completed, signed and sent to NAMB by the State Director of Missions.

9. Planter completes Planting Projector

10. State Convention submits request

11. When Projection and Request are approved, they can be matched to an approved planter.

12. When planter and request match, an endorsement letter is sent to the planter via email.

**V. CHURCH PLANT GROWING PROCESS & THEIR REQUIREMENTS**

The CPF may be applied anytime in three different phases. Each phase has a different goal with proper requirements.

The church plant must keep the annual membership growth rate: minimum 20% if under 40; minimum 15% if between 40 and 60; minimum 4% if over 60.

**V-1. PHASE ONE**

**Assistance for the Launching Process**

1) The initial phase of funding assists the launching process of a new congregation that may be a new church-type mission or a constituted church.

2) During this phase, the church planter is expected to launch a new congregation within 6-8 months. The church planter is highly encouraged to focus on (1) intentional evangelistic contact such as one-on-one visits, phone calls, invitations to home or private space, or others; (2) gospel presentation at one-on-one or group meeting; (3) monthly consultation with HPBC Church Planting Office; and (4) mobilizing partners and partner churches for outreaching the community

3) The funding lasts a year.

4) The launching assistance funding may be extended once. The sponsor church may apply for the funding renewal for the new church plant by submitting the application to the church planting office. The forms required are:

* The CPF request form OR renewal request form (if the church plant has received CPF)
* The strategic plan for the following year
* The prior-year ministry evaluation form (if the church plant has received CPF)
* The Code of Ethics Form with signature (See VI-1. I)

**V-2. PHASE TWO**

**Assistance for the Multiplying and Developing Process**

1) The second is the multiplying and developing phase.

2) The goal is to multiply converts and develop disciples and leaders.

3) The church planter will: (1) continually engage the community and build face-to face relationships with community people; and (2) develop disciples and leaders who will lead the congregation in spirit of ownership.

4) The church planter is highly encouraged to focus on (1) intentional evangelistic contact, such as one-on-one visits, phone calls, invitations to home or private space, or others; (2) gospel presentation at one-on-one or group meeting; (3) monthly consultation with HPBC Church Planting Office; (4) mobilization of partners and partner churches to outreach the focused people to the Lord; and (5) discipleship and leadership training (this is an additional focus to the Pre-Launching Stage).

5) Funding lasts a year (extendable once if necessary).

6) The sponsor church may apply for the funding by submitting the application to the church planting office. The forms required to complete are:

* The CPF request form OR renewal request form (if the church plant has received CPF)
* The strategic plan for the following year.
* The prior-year ministry evaluation form (if the church plant has received CPF)
* The Code of Ethics Form with signature (See VI-1. I)
* The Agreement of CPF Criteria Form with signature (Contact the CPO)

7) To apply, the church plant must average a minimum weekly attendance of five-household (not including the planter’s) at regular church meetings, such as worship or other church activities, on Sunday or other week day.

8) The deadline for the renewal request is the first day of August each year.

**V-3. PHASE THREE**

**Assistance for the self-sustaining Process**

1) The congregation is expected to build the internal and external cohesiveness and remain self-sustaining. Its goal is to settle down as a self-sustaining church.

2) The church planter is expected to: (1) engage the community and build face-to-face relationships with people; (2) develop discipleship and leadership; and (3) grow in internal and external cohesiveness and remain as a self-sustaining congregation.

3) The church planter is highly encouraged to focus on (1) intentional evangelistic contact by one-on-one visits, phone calls, invitations to home or private space, or others; (2) gospel presentation at one-on-one or group meeting; (3) monthly consultation with HPBC Church Planting Office; (4) mobilizing partners and partner churches to provide outreach to the focused people to the Lord; (5) discipleship, leadership training and small group development; (6) self-sustaining.

4) The church plant funding is available for the congregation started within 5 years.

5) The funding lasts a year (extendable once if needed)

6) To apply, the church plant must average a minimum weekly attendance of ten-household (not including the planter’s) at regular meetings. The church plant must satisfy the basic requirements to become a church (or a church-type mission), which consist of a regular meeting, giving to the Cooperative Program, and a minimum of one baptism per year.

7) The sponsor church will submit the Church Planting Office the following forms:

* The CPF request form
* The strategic plan for the following year.
* The prior-year ministry evaluation form if the church plant has received the CPF
* The Code of Ethics Form with signature (See VI-1. I)
* The Agreement of CPF Criteria Form with signature (Contact the CPO)

8) The deadline for the renewal request is Aug 1.

**VI. THE CHURCH PLANTER**

The church planter must be accountable for the basic requirement.

**VI-1. Basic Requirement**: The planter must meet the following requirement:

1. Be an active member of a cooperating Southern Baptist church.
2. Be legally permitted to work in the United States.
3. Be willing to work alongside with the sponsor church pastor or leaders.
4. Neither the planter nor his wife who are actively participating in or promoting glossolalia shall be approved for the grant. HPBC agrees with NAMB that states, “No person who is actively participating in or promoting glossolalia shall be appointed, approved or endorsed by NAMB. This includes having a private prayer language.” Accordingly, continued participation will result in termination.
5. All church planter or apprentice candidates must go through the NAMB assessment and be qualified for the approval of NAMB funding.
6. The planter must do the work of ministry more than 20 hours per week. The planter is identified as self-employed or as an employee of his sponsoring church, not as an employee of NAMB or HPBC.
7. The planter must take no more than two consecutive weeks of vacation at a time while receiving the Church Planting Funding. If considering the Sabbaticals, he will need to permission from the Church Planting Office months before planning.
8. The planter must affirm BF&M 2000.
9. The planter must agree with the following Code of Ethics:

* I will conduct myself in a way that reflects positively on Christ and the North American Mission Board.
* I will be a tithing member of record and in good standing in a Southern Baptist or Canadian National Baptist Church.
* I will abstain from the consumption of any alcoholic beverage or illegal drugs.
* I will not view pornography.
* I will maintain financial integrity.
* I will not show affection that could be questioned.
* I will be careful in answering cards, letters, and email notes from the opposite sex.
* If married, other than my spouse or another family member, I will not be at a residence alone, have a meal alone or be in a car alone with the opposite sex.
* I will pray for the integrity of other missionaries and staff members.

**VI-2. Employment:**

* The planter is identified as a self-employed or as an employee of his sponsoring (or Sending) church.
* The planter is not identified as an employee of NAMB or HPBC.

**VII. PAYMENTS:**

**VII-1. Basic Principle:**

1) Availability of CPF is a factor in determining the amount of assistance since the fund is never sufficient to meet the needs throughout the HPBC.

2) The amount will be negotiated by a representative of the Church Planting Office in cooperation with Sending (or the local sponsoring) church. The factors that reflect to the settlement are:

* Needs of the new church planting ministry, which is well planned for self-sustaining project
* Available money that HPBC church planting office holds in the same fiscal year
* The prior-year ministry evaluation
* Cooperative Program contribution of both the sponsor church and the new church plant
* The average of the living cost of the ministry-focused people in their residential area

3) Maximum funding is $2,000 per month and may last up to four years.

4) Monthly funding for the church plant may be used for salary, operations, and supplemental needs.

5) HPBC will review each church plant annually. Approval is required for funding to be granted in the following year.

6) The church plant must meet annual expectations of ministry progress in personal evangelism, small group ministry, leadership development and discipleship training.

**VII-2. Notification**

HPBC Church Planting Office notifies the approval of funding to the sponsor church. The notice contains the following information:

* Amount approved
* When first payment will be made
* Where the payment will be sent
* Notice of pending approval of NAMB assessment

Since the planter is **not** an employee of the HPBC or the NAMB, payments cannot be made directly to him. Payments can be made to the sponsor church or the new church plant. This will be determined in consultation with the sponsor church.

**VII-3. Monthly HPBC/Quarterly NAMB Report**

No payments can be made until the Church Planting Office receives the monthly HPBC/Quarterly NAMB report. Church Planters can turn in reports beginning the 20th day of each month. Contact the Church Planting Office for the monthly report form.

**VIII. TERMINATION OF THE AGREEMENT**

Church Planting Fund is annual. All the funding is, automatically, terminated by September 30 of the current fiscal year, unless renewed for another specific period never longer than one fiscal year at a time. An agreement to provide Church Planting Fund will, however, be terminated earlier if it is determined that any of the following conditions exist:

* The need no longer exists.
* The new church does not live up to its agreement as stated in the Request and Agreement for Church Planting Fund.
* The church should exist as a Southern Baptist Church. If the church ceases to exist this passion, the funding will be withdrawn.

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