

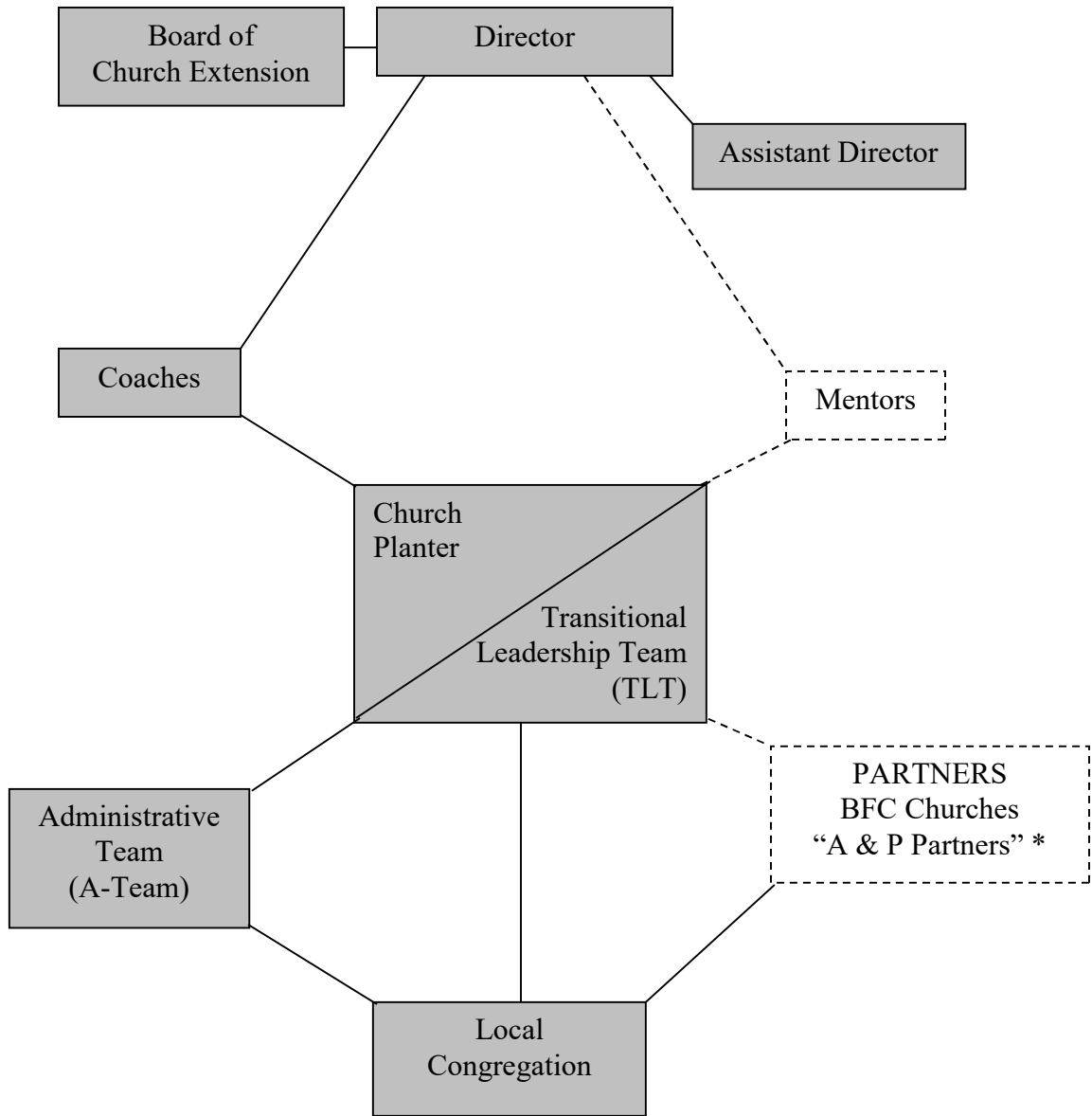


TEAM

Leadership Structure for
a Bible Fellowship
Mission Church

Roles and Responsibilities Defined

CHURCH EXTENSION MINISTRIES



* A & P Partners = Aquila & Priscilla Partners



The Roles Defined and Responsibilities

The Board of Church Extension

The Board of Church Extension (BOCE) assists the director in the oversight of Church Extension Ministries, which consists of all employees of Church Extension, the mission churches under its jurisdiction, the Transitional Leadership Teams (TLT) of the mission churches, and the church planters.

Focus – Assisting the Director in Overseeing Church Extension Ministries

The Director

He is an ordained minister of the Bible Fellowship Church (BFC), a member of the Board of Church Extension, and serves as the executive and administrative officer of the board. His responsibilities include the supervision of the mission churches, employees and church planters in Church Extension. He devises strategy and tactics for church planting and targets locations for new church plants. He provides counsel, coaching, assistance and training for the men ministering in Church Extension.

Focus - Church Extension's Vision and Organization

Responsibilities (Pertinent to the Church Plants)

- To meet regularly with the church planter.
- To attend at least two TLT meetings when possible throughout the year.
- To monitor the church planter's progress in carrying out the vision and plan for the mission church.
- To encourage the church planter to fulfill the accountability plan designed by the TLT.
- To review salary needs.
- To partner with the TLT and assist them in carrying out the vision and plan.
- To provide resources and counsel for the church planter and the TLT.
- To assist in raising support for the church planter and mission church.
- To act as a liaison for the mission church to the BOCE.
- To provide training opportunities and materials for the church planter and the TLT.

The Personnel Committee

The Personnel Committee is a committee of the BOCE whose role is to assist in evaluating the personnel of Church Extension Ministries. The Personnel Committee assists with interviewing and assessing prospective church planters and may make recommendations to the BOCE for calling a church planter. It holds meetings annually with the church planters to review the progress of the mission churches, the well-being of the men and their families, and the records of the mission churches. It makes recommendations accordingly to the BOCE.

Focus - The Church Planter, Staff and Employees

The Assistant Director

He is an ordained minister of the Bible Fellowship Church and a member of the Board of Church Extension. The assistant director will give field supervision to the church planters and assist them in the development of their church plant. He will provide counsel, training and accountability for the men who serve in Church Extension

Focus – Evaluating, Implementing, Establishing, and Being Accountable

Responsibilities

- He will spend time monitoring and working alongside the church planters, as assigned.
- He will attend the assigned mission church's TLT meetings, attend A-Team meetings when possible, and be at each site several times during the course of a month.
- He will communicate regularly with the supporting churches of the assigned mission churches.
- He will give a monthly report to the director.
- He will implement the *BFC Church Planting Guide* and handbook at the assigned mission churches.
- He will spend limited time with office/administrative duties, i.e. reporting, assessing, recruiting and formulating demographics.
- He will submit monthly reports by the 10th of every month to the director, reporting on the previous month's activities.
- He will attend designated staff meetings with the director and administrative assistant.
- He will attend designated monthly meetings with the director to review his on-site ministries.
- He will continue to do deputation, maintaining his support. This would include: Sunday assignments at churches, recruiting personal supporters and attending mission conferences.

Church Planter

He is called by the Board of Church Extension. He demonstrates through experience and proper assessment the characteristics necessary for the church planting ministry. The church planter oversees the development of a mission church from its inception to its recognition as a Particular Church by Annual Conference. He leads and works with an indigenous A-Team and the mission church's TLT. The director and assistant director supervise the church planter.

Focus - The Mission Church's Vision and the Gathering of People

Responsibilities

- To formulate a vision and plan for the mission church along with the TLT and the A-Team.
- To maintain close relationships and communications with the TLT.
- To follow the *BFC Church Planting Guide* and *DCPI Handbook*.
- To prepare an accountability plan with the TLT consisting of, but not limited to:
 - A weekly calendar of office hours, visitation hours, new contact outreach, service and program involvement, family time, rest, and recreation time.
 - A schedule of topics for sermons and Bible studies.
 - A church planter's monthly report submitted to the director of Church Extension and copied to the TLT.
 - The coordination of vacation time and days off with the director of Church Extension.
 - Attend regular meetings with the Personnel Committee of the BOCE and monthly meetings, if possible, with the director or assistant director of Church Extension.
 - Reporting at the scheduled TLT meetings.
- To gather people into the mission church and train others to be people gatherers.
- To develop leaders with a focus on those who will become the elders of the established church.
- To meet monthly with the A-Team in order to encourage, troubleshoot, and reinforce the vision.
- To seek out property with the A-Team for meeting places.
- To design and implement programs with the A-Team and the TLT.

The Transitional Leadership Team

Pastors, elders and other men from the Bible Fellowship Church (BFC) are appointed by the director of Church Extension Ministries to assist with the development of the mission church until local elders are installed, to provide spiritual care and support for the church planter. The church planter or director's appointee will serve as chairman, prepare the agenda, and hold regularly scheduled meetings. Members of the Administrative Team (A-Team) shall be appointed to the Transitional Leadership Team (TLT) as a non-voting representative, as approved by the director. The Transitional Leadership Team coordinates their decisions, plans, and strategies with the director of Church Extension Ministries and keeps him informed of their actions by sending him minutes from their meetings and consulting him when needed. Transitional Leadership Team members are not the elders of the mission church, but rather, they encourage, counsel and guide the church planter and their flock at the mission church. The Board of Church Extension acts as the board of elders for all the mission churches until the mission church is received into the BFC Conference and its elder candidates take office.

Focus - Assisting with the Development of the mission church as outlined in the BFC Church Planting Guide

Responsibilities

- To assist Church Extension Ministries with developing the mission church and supporting the church planter in the development of the mission church.
- To hold meetings at least bi-monthly and keep proper minutes.
- To submit copies of the minutes of the TLT's meetings to the director of Church Extension Ministries.
- To inform the director of the progress of the mission church and of all items or concerns that may affect the development of the mission church.
- To assist the church planter in preparing an annual report to the Personnel Committee of Church Extension Ministries.
- To assist the church planter with carrying out the steps of the *BFC Church Planting Guide* and developing and implementing his vision for the mission church.
- To encourage and facilitate the formation of an A-Team.
- To recommend representatives from the A-Team as non-voting members to the TLT.
- To interact with the A-Team and hold at least two meetings with them during the year.
- To visit the mission church at least three times annually, either as a group or as individuals.
- To assist the church planter with the production of an annual budget. This should be done in coordination with the director and be discussed with the A-Team.
- To hold meetings with the church planter at least two times a year to review his spiritual development, family life and financial needs. A report of these meetings should be given to the director, who will handle any matters needing to be addressed, with the assistance of the TLT.
- To assist the director when discipline matters arise.
- To assist with projects proposed by the church planter and A-Team in coordination with the director.
- To assist in the development of the mission church according to the guidelines set down in the *BFC Church Planting Guide*.

- To assist in the development of leaders with a focus on potential elders.
- To guide the mission church toward reception into BFC Conference.
- To recommend for assessment at least two elder candidates and twenty committed participants who are willing to become the charter members. To prepare a report demonstrating that the mission church is self-supporting. The director will then appoint an Assessment Committee to complete the assessments at the mission church.
- To assist with the transition of the mission church to a particular Bible Fellowship Church, as outlined in the *Graduation Prep Manual*.
- To work with the new elders, training and assisting them in how to function as elders of a particular church.

Administrative Team (A-Team)

A team composed of men and women from among the committed participants of the mission church, led by the church planter, who makes routine decisions with the counsel of the TLT and the director of Church Extension. A member of the A-team, appointed by the TLT, serves as a non-voting representative at the TLT meetings.

Focus - Carrying out the Mission's Vision and Goals

Responsibilities

- To assist, encourage, work alongside, and cooperate with the church planter.
- To commit to the mission church their time, energy, attendance at scheduled meetings, and finances for the purpose of the development of the mission church.
- To focus on the vision and goals of the mission church with a priority of bringing new people into fellowship.
- To assist the church planter in the production of a visionary plan for developing the mission church and reaching people with the Gospel.
- To assist the church planter in the physical aspects of the mission church, i.e., set up for services and outreach events, community surveys, door-to-door evangelism, literature distribution, visitation, filling the roles for the programs, and whatever else may be needed.
- To work with the church planter in a flexible manner realizing that planting a church requires change and adaptability.
- To work as a member of a team.
- To provide a member of the A-Team to serve as a non-voting representative to the TLT.
- To be local leaders in testimony and action.

Coach

He is a Bible Fellowship Church pastor, or another man approved by the director, with church planting experience. The coach will encourage and guide the church planter in the development of his church planting skills. He will work with the church planter in areas of accountability, formulating strategy, time management, and visioning. The coach will help the church planter improve his performance.

Focus - The Church Planter's performance

Responsibilities

- To work with the church planter in developing an accountability plan.
- To meet with the church planter on a regular basis.
- To advise the director after each of his meetings with the church planter concerning his observations, suggestions and comments.
- To visit the church plant at least three times in order to get to know the A-Team and congregation.
- To work with the church planter on strategy and vision.

Mentor

He is a seasoned pastor or lay elder in the Bible Fellowship Church, or another man appointed by the director. The mentor will advise the church planter in character development, family matters, and other personal areas. He will help the church planter to groom good relationships with his overseers, the flock and others. The mentor will give counsel on family and financial issues. He will help the church planter understand the Bible Fellowship Church.

Focus - The Church Planter's Personal Development

Responsibilities

- To meet with the church planter at least four times a year.
- To discuss with the church planter any personal or ministry issues that is causing him concern.
- To visit the mission church at least two times a year.
- To share brief reports with the director after each meeting with the church planter.
- To get to know the church planter and his family, and to be an encourager to him and his family.
- To provide materials and information that would be helpful for the church planter in his spiritual and family development.
- To monitor the church planter's enthusiasm for the ministry, his love for the family, and his morale.
- To help the church planter develop conflict resolution skills.

Note: Coaches and Mentors are optional depending on the experience of the planter or the availability of men to fill such roles. The director will fill these roles as necessary.

Aquila & Priscilla Partners

Aquila & Priscilla Partners (A&Ps) are families, couples or individuals who come from another church and minister alongside the church planter in a mission church. A&Ps serve under the jurisdiction of Church Extension Ministries (CEM) of the Bible Fellowship Church (BFC). Aquila & Priscilla Partners offer their time, energy and financial support to a mission church. These partners in ministry may be sent out by a church and may be considered “home missionaries.”

Focus - To help the Church Planter and Mission Church

Responsibilities

- Commit time, energy, financial support, and attendance to a mission church according to their availability.
- Are volunteers.
- Are assigned by the church planter those duties that will assist the mission church in its development. The church planter will provide on-site supervision for the A&Ps.
- Work alongside the church planter and the people in the mission church in order to encourage and assist them.
- Discuss with the church planter a plan for involvement which will include length of stay at the mission church, gifts and abilities that could be used, and areas of interest.
- Serve on the Administrative Teams (A-Teams) of the mission churches if asked.
- Should pay attention to the mission’s vision and goals. They should study the *BFC Church Planting Guide and Handbook*, the *TEAM Structure* booklet, and other materials CEM has available.
- Invited to the CEM Training Days.
- Act as ambassadors from their sending churches. They keep the sending church informed about the mission church and encourage prayer from the sending church on behalf of the mission church they serve.
- Will become active in the evangelistic essentials of church planting: i.e. outreach, contacting and inviting people to the mission.
- Will count the cost to be involved with this partnership ministry. They should consider a five-year commitment to the mission church they serve.

(See *The Aquila & Priscilla Team* booklet for more information.)

Contact Rev. David E. Gundrum, Director with any questions or comments.

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