

HMB Policies and Procedures
Section 1 - **Constitution and Bylaws**

Constitution of the Board of Home Missions

Reformed Presbyterian Church of North America

(Adopted April 1975; Revised June 1980, June 1981, June 1989, June 1991, June 1994,
September 2005)

ARTICLE I. NAME

This Board, being a merger of the former Boards of "Home Missions and Church Extension" and "Evangelism" by action of the Synod of 1974, shall be called "The Board of Home Missions".

ARTICLE II. OPERATION AND CONTROL

The Board of Home Missions shall seek faithfully to fulfill its mission and administer the funds committed to it under direction of the Synod of the Reformed Presbyterian Church of North America and in accordance with the "Constitution of the Reformed Presbyterian Church of North America."

ARTICLE III *VISION, MISSION, AND STRATEGY*

A. VISION

To glorify God, in caring for His people, through strengthening and expanding the Reformed Presbyterian Church in North America by planting and developing growing and reproducing congregations.

B. MISSION

To facilitate intentional and strategic church planting and multiplication in each presbytery by providing Counsel, Encouragement, Resources, and Training.

C. STRATEGIES

1. To provide counsel to Presbyteries in assessing potential new sites for church planting
2. To provide counsel to Presbyteries in assessing and training potential church planters
3. To provide counsel, encouragement, resources and training to church planters before and during the church planting process
4. To aid Presbyteries financially in the work of church extension through administration of the funds committed to the Board by the Synod
5. To assist Presbyteries and congregations in developing a vision for daughtering new churches.

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6. To provide regular church planting conferences for church planters
7. To study and provide information on means of communication and service especially suited to the diverse communities in which each Mission Church ministers.
8. To review and recommend resources that will assist in planting and developing churches.
9. To develop mentoring relationships between church planters and experienced men in ministry by offering church planting internships and assistantships for potential church planters.
10. To develop and offer a church planting course and assessment process.
11. To review and recommend resources to help church planters, mission churches, and presbyteries identify and use their particular gifts in a given site.
12. To develop the outworking of Biblical evangelism in the life of the church by providing Board approved opportunities for evangelism training.

ARTICLE IV. MEETINGS

The Board shall meet two times a year; in the Fall and in the Spring, as well as at the meeting of Synod. Special meetings may be called at the discretion of the Executive Committee.

ARTICLE V. MEMBERSHIP

The membership of the Board shall be as follows:

1. One representative from each presbytery appointed by the presbytery they represent.
2. One member nominated by the Board in consultation with the Women's Synodical and elected by Synod.
3. Appointments usually begin following the adoption of the Nominating Committee report at Synod.
4. Members elected by Synod shall serve no more than two full consecutive terms of three years each. After a one year interval, he/she shall be eligible for re-election. Members appointed by the Presbyteries should be elected for a three year term. The number of consecutive terms shall be determined by the Presbytery.
5. If the Board determines that there are particular needs or expertise required on the Board, it may from time to time, request the Synod to elect an additional at-large member to the Board. The term of office shall be the same as for other members elected by Synod.

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ARTICLE VI. ORGANIZATION

D. The Election of Officers

Election of Officers shall take place in the meeting of Synod following the report of the Nominating Committee.

E. Officers and Their Duties

The officers of the Board shall be President, Vice-President, Secretary, and Treasurer, the latter to be the Treasurer of the Denomination. Officers shall assume their duties immediately upon election. The duties of the Officers shall be such as usually pertain to their respective offices, plus such specified duties as the Board shall assign them.

1. President

- a) To preside over meetings of the Board and of the Executive Committee.
- b) To appoint special committees.
- c) To be an ex-officio member of all committees.

2. Vice-President

- a) To preside over meetings of the Board in the absence of the President.
- b) To assume responsibilities assigned by the President or the Board.

3. Secretary

- a) To keep the minutes of the meetings of the Board, and to send a copy to each member of the Board.
- b) To carry out assignments of correspondence not assigned to others.
- c) To prepare an agenda for regular meetings, and to send a copy to each member at least one week in advance of the meeting.
- d) To prepare an annual report to Synod.

4. Treasurer

- a) To receive all monies and to administer them at the direction of the Board.
- b) To prepare a treasurer's report and budget for each meeting of the Board.

F. Executive Committee

1. The Executive Committee shall consist of the officers of the Board, of which the President shall be the Chairman.
2. The duties of the Executive Committee shall be:
 - a) To call special meetings of the Board as may be necessary.
 - b) To appoint the Standing Committees of the Board, with the Board's approval.
 - c) To assign Board responsibilities to the proper committee, and be responsible for implementation of the work.
 - d) To act on behalf of the Board between meetings, and to make decisions, in consultation with the treasurer and within the framework of the current budget, regarding the Board's finances, subject to ratification by the Board. To this end, the Executive Committee is authorized:

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- (1) To spend money necessary to accomplish the above duties.
- (2) To appropriate up to \$1,000.00 if required by unusual circumstances.
- e) To appoint a Travel Consultant for each meeting of the Board.
- f) To serve as the Board's Nominating Committee to Synod.

ARTICLE VII. BY-LAWS

The Board of Home Missions shall have authority to make by-laws for the operation of its own procedure and to facilitate the meeting of its responsibilities, in accordance with the provisions of this Constitution and the instructions of the Synod. Any change in the By-Laws shall be reported to the next meeting of Synod.

ARTICLE VIII. AMENDMENTS

The Board of Home Missions shall have power to amend this Constitution at any regular meeting by a two-thirds vote or after notice at the previous regular meeting by a majority vote of the membership of the Board, subject to the approval of the Synod.

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By-Laws of The Board of Home Missions

- I. The implementation of the purpose of the Board of Home Missions shall be according to the "Statement of Philosophy and Purpose" approved by the Synod of 1973 and by succeeding Synods. (Minutes of Synod 1973 pages 125-127)
- II. The working out of Biblical Evangelism in the life of the church shall be promoted through programs such as,
 - A. Careful analysis of current evangelism issues and extra-denominational programs.
 - B. Periodic conferences throughout the church with emphasis on evangelism.
 - C. Frequent treatment of evangelism topics in the denominational publications.
 - D. Cooperation with the faculty of the Theological Seminary in inculcation of an evangelistic balance into all areas of the training of students.
 - E. Assistance to Presbyteries and Sessions in the development of training for church members, and in other projects.
 - F. Encouragement to all preachers to stir up the gift of proclamation involved in their Gospel call, and to search out and apply the evangelistic implications in each passage of Scripture.
- III. In view of the fact that the Board meets only two times a year, necessary operational expenses are provided for the officers and the committees dealing with the work between meetings.
- IV. The membership of the Board shall be elected to three year terms according to classes as follows:
 - A. Great Lakes-Gulf Presbytery
Presbytery of the Alleghenies
Midwest Presbytery
 - B. Atlantic Presbytery
Pacific Coast Presbytery
 - C. St. Lawrence Presbytery
Women's Synodical Representative
- V. A majority of the members shall constitute a quorum for the conducting of business.
- VI. The Board in its operation shall be sufficiently flexible to adjust to the differing and changing circumstances of the field of responsibility.
- VII. The employment of a Home Missions Secretary is a high priority. His employment and job description shall be decided by the Board and the Synod.

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Section 2 - **Definitions**

The Home Mission Board currently uses the following definitions and distinctions in its efforts to advance the Gospel and see new congregations established throughout the denomination.

MISSION CHURCH

is comprised of members without a resident session, where the oversight is provided directly by the Presbytery or the Presbytery's appointees. It is the purpose of the Mission Church to mature into a fully organized congregation through special efforts and emphasis on evangelism and church growth. Current Home Mission Board policy seeks to render special help and support to these works.

FULLY ORGANIZED CONGREGATION

is comprised of members with a session of elders, elected from among its own membership, for the oversight of the congregation. Current Home Mission Board policy understands the presbyteries to be the primary support agents for fully organized congregations and therefore does not normally give financial aid or grants to these works after the completion of their reducing aid program.

FULLY ORGANIZED AID RECEIVING CONGREGATION

is a fully organized congregation that is completing its reducing aid program which normally began while it was a Mission Church.

PREACHING STATION

is comprised of members without a resident session, where the oversight is provided directly by the Presbytery or the Presbytery's appointees. "Preaching Station" is the designation normally given to a formerly fully organized congregation which was not able to meet the requirement for local elders. Current Home Mission Board policy does not allow for grants, aid, etc. to support a Preaching Station, unless it becomes an exploratory effort for the creation of a new work.

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Section 3 - **Board Structure**

I. OUR MANDATE

Our mandate, as approved by the Synod of 1989, is:

To facilitate the establishment of new RPCNA congregations in North America by providing Counsel, Encouragement, Resources and Training (CERT) to its Presbyteries.

These organizational policies are to facilitate this mandate.

II. CONSTITUTION

The Constitution of The Board of Home Missions of the Reformed Presbyterian Church of North America provides the fundamental organizational structure of the Board of Home Missions. These policies are designed to implement the Constitution and by-laws of the Board of Home Missions.

III. EXECUTIVE COMMITTEE

(see also Section 1 Page 3)

A. The President, Vice-President and Secretary shall be members of the Executive Committee.

B. Responsibilities and duties of the Executive Committee

1. To plan and lead Board meetings by preparation of agendas, selection of meeting area, and other details.
2. To make necessary administrative decisions and distribution of funds for training applications and emergency situations.
3. To propose to the Board changes in Board structure, organization and policies as needs arise.
4. To orient new members of the Board and make committee personnel assignments.
5. To lead the Board in the promotion of all its activities and policies.

IV. PLANNING COMMITTEE

A. The Planning Committee is advisory in character. Its work is largely that of gathering information, evaluating data and presenting recommendations to the Board.

B. Responsibilities and Duties

1. To propose Board actions in new and changing areas of evangelism and church extension.
2. To seek out and select resources for training seminars, audio visual programs, and written materials, etc.
3. To keep alive the awareness and needs of Home Missions and Church Extension by means of promotion and publicity.

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V. SUPPORT COMMITTEE

- A. The Support Committee is advisory in character. Its work is largely that of gathering information, evaluating data and presenting recommendations to the Board.
- B. Responsibilities and Duties
 - 1. To receive all Presbytery requests for aid and grants and to make proposals for Board actions.
 - 2. To serve as distribution center for all training resources: audio, visual, written, etc.
 - 3. To promote training seminars to local congregations and review and propose grant arrangements for such seminars.
 - 4. To prepare financial policies of the Board and update as needed.
 - 5. To prepare and propose financial budgets.

VI. PRESBYTERY REPRESENTATIVES

- A. Because the Board is involved in the administration of aid to new works and because Pastors of new works need to give their full attention to their ministry, Presbytery representatives should not be Pastors of aid receiving works.
- B. The presbytery representative should make evangelism, church extension and church planting a regular item of his prayer life.
- C. In general, he is to serve as a liaison between the Board and the presbytery, especially in the work of church extension.
- D. He is to be familiar with the Board of Home Mission's Constitution and policies. He will receive copies of the Board's Constitution, the presbytery representative job description and sample copies of aid forms.
- E. He should seek to be a member of the presbytery Evangelism and Church Extension Committee or Commission in the presbytery that he represents.
- F. He is to keep the Board informed as to how the Presbytery's committee functions and what new works are being planned and carried on within the presbytery. He should provide written as well as oral reports concerning his presbytery's potential and on-going church planting efforts.
- G. He is to be in regular conversation with pastors and other officers within the presbytery as to opportunities they see for church planting and extension, seeking to encourage sessions to watch for such opportunities. He is to be actively involved in promoting the beginning of new works from existing congregations by urging the church extension and visitation committees to specifically encourage congregations to prayerfully develop such opportunities.
- H. He is responsible for facilitating his presbytery's applications for aid and assistance and to be sure that treasurers of new works know what steps are to be taken, what information is needed, what form is to be used and what the deadline is for completing such applications.
- I. He is to be alert to initiate action in his presbytery if there has been neglect in the areas of evangelism and church planting.

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Section 3 - **Board Structure**

- J. After each meeting of the Board he should report significant actions to his presbytery's committee responsible for church planting.
- K. He is to regularly report to the Presbytery concerning his work as the representative of the presbytery to the Home Mission Board.
- L. His term of office normally begins following the adoption of the Nomination Committee report at Synod.
- M. Members elected by Synod shall serve no more than two full consecutive terms of three years each. After a one year interval, he/she shall be eligible for re-election. Members appointed by the Presbyteries should be elected for a three year term. The number of consecutive terms shall be determined by the Presbytery.
- N. If the Board determines that there are particular needs or expertise required on the Board, it may from time to time, request the Synod to elect an additional at-large member to the Board. The term of office shall be the same as for other members elected by Synod.

VII. EXECUTIVE SECRETARY-EVANGELIST

- A. The position of Executive Secretary-Evangelist has not been approved by Synod. As noted in the By-Laws it has been a high priority (By-law #7).
- B. Should Synod ever accept and approve such a position, a proposed/possible job description may be found in the unapproved 1988 Manual for Church Planting dated September 26, 1988, pages 3-5, which is in Section 8 of the HMB Policies and Procedures Manual.
- C. His employment and job description shall be decided by the Board and the Synod at that time.

HMB Policies and Procedures
Section 4 - **Training Policies**

I. BOARD TRAINING

A. Purpose

1. To develop the Board member's understanding of the particular challenges and strategies for planting new churches.
2. To expose Board members to the tools, methods and experiences of other church planters.
3. To encourage Board members and increase their own effectiveness in evangelism and church planting.

B. Who may apply

1. Each Board member is encouraged to attend a training seminar each three year term, subject to the approval of the Planning Committee.
2. A written report shall be submitted to the Board following the seminar.

C. Expenses

1. All reasonable expenses, submitted in writing to and approved by the Support Committee, shall be paid by the treasurer.

D. Application Procedures

1. Requests shall be submitted to the Vice-President of the Board or Chairman of the Support Committee.

E. Approved Seminars (Note: Approval means that these are offered as potential tools to promote evangelism and church planting. Participants should still listen and learn with discernment, taking the teaching and applying it to their own contextual setting.)

1. Evangelism Explosion
2. PCA Church Planters Seminar
3. Reformed Theological Seminary Church Planting Boot Camp Course
4. Redeemer Church Planting Center
5. The Board is eager to consider other opportunities on a case by case basis.

II. CHURCH PLANTER TRAINING

A. Purpose

1. To provide some of the training needed by prospective church planters.
2. To augment and upgrade the training of men already working as church planters.

B. Who may apply:

1. Men working or in training to be church planters.
2. Men directly overseeing church planting work.

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Section 4 - **Training Policies**

- C. Expenses Covered:
 - 1. All reasonable expenses, submitted in writing to and approved by the Support Committee, which are not covered by someone else, shall be paid.
- D. Application Procedures
 - 1. Requests should be submitted to the Vice-President of the Board or the Chairman of the Support Committee.
 - 2. When time does not permit, these requests shall be submitted to the Executive Committee.
- E. Approved Seminars (Note: Approval means that these are offered as potential tools to promote evangelism and church planting. Participants should still listen and learn with discernment, taking the teaching and applying it to their own contextual setting.)
 - 1. Evangelism Explosion
 - 2. PCA Church Planters Seminar
 - 3. Reformed Theological Seminary Church Planting Boot Camp Course
 - 4. Redeemer Church Planting Center
 - 5. The Board is eager to consider other opportunities on a case by case basis.

III. EVANGELISM TRAINING

- A. Purpose
 - 1. To encourage the equipping of whole congregations, pastors and lay persons for evangelism in their congregations.
- B. Who may apply
 - 1. Any pastor and one member from his congregation.
- C. Expenses Covered
 - 1. 50% of the cost or up to \$350 per person.
 - 2. Cost includes tuition, travel, lodging and meals.
- D. Approved seminars (Note: Approval means that these are offered as potential tools to promote evangelism and church planting. Participants should still listen and learn with discernment, taking the teaching and applying it to their own contextual setting.)
 - 1. Evangelism Explosion
 - 2. Others will be considered on an individual basis by the Planning Committee.
- E. Application Procedure
 - 1. HMB Form 5 should be submitted to the Presbytery Representative who will, in turn, request approval from the HMB's Executive Committee.

Section 5 - **New Works Policies**

I. RESOURCES

- A. The Board shall provide resource personnel to Presbyteries, Church Extension Commissions, New Works and Church Planters to further the goal of seeing new Reformed Presbyterian congregations established and growing.
- B. The Board shall provide such financial resources as it is able according to its policies and priorities. The Board shall seek to be a good steward of the monies God has entrusted to its care.
- C. The Board shall seek to provide training consistent with its church planting mission and the policies it has developed.

II. OVERSIGHT OF NEW WORKS

A. The Presbytery

- 1. The primary oversight of all new works rests with the respective Presbyteries. The Board seeks to encourage the Presbyteries as they seek to oversee the particular needs and challenges facing the new works and their personnel.
- 2. All requests to the Board shall first be approved and endorsed by the Presbytery or a commission acting on its behalf. The Board shall not consider a request that has not been so approved.
- 3. In evaluating requests for New Works, the Board seeks to determine the local commitment to the work by individuals on site and the role of nearby congregations in sponsoring, overseeing and aiding the New Work.
- 4. The Board looks for significant commitment by the Presbytery and local congregations.
- 5. Application for aid for a new work should/shall be presented at the spring meeting of the Board. Such applications may include requests for Grants, Exploratory Development Grants, Non-reducing Aid, or Reducing Aid. (See Financial Policies)

B. The Presbytery Representative (See also Section 3 Page 2 - "VI. Presbytery Representative")

- 1. The Presbytery representative enables communication to flow smoothly between the Presbytery and the Board. Such communication is vital to the welfare and progress of the church.
- 2. As part of the Board's oversight, and in order for the Board to make competent judgments, the Home Mission representative from the Presbytery shall visit each new field and be thoroughly informed with the need, the potential and progress of the new work.
- 3. For good oversight and communication, all Presbytery representatives should seek to be assigned to their Presbytery's Church Extension Commissions and/or Committees.

Section 5 - **New Works Policies**

III. LOSS OF CHURCH PLANTER:

- A. Notification of the termination of the pastoral services shall be given to the HMB by the Presbytery when the pulpit is declared vacant.
- B. Continuation of the aid shall be left to the discretion of the HMB with the following guidelines.
 - 1. Aid to the Presbytery for that work shall cease effective the last day of the month that the pulpit is declared vacant.
 - 2. The congregation and the Presbytery may request that aid be continued, but the amount may be re-negotiated.
 - 3. At the request of the congregation and the Presbytery, aid may be continued at the same level until the next regular meeting of the HMB at which time the Presbytery may renew its application on behalf of the congregation.

IV. "GOLDEN RULE" COMITY AGREEMENT

(The following Comity Agreement was adopted by NAPARC Joint Home Missions Agencies at their November 1983 meeting. It was reaffirmed at its meetings on October 25-26, 1984 and approved by the NAPARC Council. It was approved by the Synod of 1985.)

Comity has meant different things to different people. We, representatives of the home missions agencies and committees or boards of our denominations resist territorial statements on comity in light of the social and cultural complexity of North American society and the great spiritual need of our many countrymen who are apart from Jesus Christ. Out of a concern to build the Church of Jesus Christ rather than our own denominations and to avoid the appearance of competition, we affirm the following courteous code of behavior to guide our church planting ministries in North America:

- A. We will be sensitive to the presence of existing churches and missions ministries of other NAPARC churches and will refrain from enlisting members of these existing ministries.
- B. We will communicate with the equivalent or appropriate agency (denominational missions committee or board, presbytery missions or church extension committee, or session) before initiating church planting activities in a community where NAPARC churches or missions ministries exist.
- C. We will provide information on at least an annual basis describing progress in our ministries and future plans.
- D. We will encourage our regional home missions leadership to develop good working relationships.

Section 5 - **New Works Policies**

V. GUIDELINES FOR THIRD YEAR EVALUATION OF NEW WORKS

- A. As God continues to direct the new ministry and as it gathers an ever increasing group of people who are committed to Christ, it is important to have another formal evaluation of the work (Ephesians 5:15-17 and Luke 14:28-32).
- B. Near the end of the third year of reducing aid, the Presbytery shall conduct an evaluation of the development of the new work. Ordinarily, the Presbytery's Home Mission Board Representative should participate in the evaluation.
- C. A written report of the evaluation with recommendations shall be submitted by the Presbytery to the Home Mission Board for review not later than the HMB's Fall meeting of the 3rd year of reducing aid. The report shall include HMB Forms 2 and 3, updated at the time of the evaluation.
- D. The Home Mission Board shall review the Presbytery's evaluation and recommendations before continuing the last three years of reducing aid.
- E. Usually the evaluating group will meet personally with each household involved in the work to determine if they can be considered a "seed household" (defined below).
- F. The following criteria shall be used as a beginning point:
 - 1. Attendance and membership.
 - a) How much growth has there been in both attendance and membership?
 - b) How much conversion growth has there been?
 - c) If God has not blessed the new work with conversions, should the work be continued?
 - d) If God has not blessed the new work with any numeric growth, should the work be continued?
 - 2. What is the level of involvement in small groups?
 - 3. What are the indications of people's commitment to more than Lord's Day worship?
 - 4. What do the comparative budgets reveal?
 - a) Is there evidence of increased giving on the part of the local group?
 - b) What percentage of the budget is committed to outreach/evangelism/advertising?
 - 5. Spiritual Growth and Maturity - Some criteria that have been found to be helpful for this evaluation are:
 - a) Are there at least 9 or 10 "seed households" involved in the work?
 - b) "Seed households" are characterized by those:
 - (1) who are born again
 - (2) who have a tangible love for the lost
 - (3) who display some ministry heart and skills
 - (4) who are oriented to the doctrine and government of the RP church
 - (5) who believe the new congregation should exist
 - (6) who believe God wants them to have a part in it
 - c) Sufficient spiritual, numerical and financial strength within the group to continue.
 - d) Clear evidence that the congregation has been used by God beyond itself.
 - e) At least two men who appear to be qualified to be ruling elders or who are already serving as ruling elders.

HMB Policies and Procedures
Section 6 - **Financial Policies**

I. BOARD FUNDING

- A. The Board is funded by the Reformed Presbyterian Church of North America through the Synod and is accountable to the Synod for the use of funds entrusted to its care. As God lays on the heart of His people to give to the work of Home Missions the Board is enabled to accomplish its mission of seeing men trained in church planting and new Reformed Presbyterian churches raised up.
- B. The Board's sources of funds are:
 - 1. Endowments built up by past generations in the church and Synod to see the work of Home Missions accomplished. Some of these funds have been designated and restricted by the giver as to their purpose and use. The Board is permitted to use only the interest and gains in such cases as required by the terms of the gift. Other funds have been designated for Home Missions but not restricted as endowment funds. These funds may be added to the Board's investments or expended as needed.
 - 2. The on-going commitment of Synod as reflected by its adoption each year of the Reformed Presbyterian Missions and Ministries Budget.
 - 3. The on-going gifts and bequests entrusted to the Board by God's people who desire to see new works established.
- C. "Time to Plant" Fund
 - 1. The "Time to Plant" Fund is a special fund approved by the 1991 Synod to provide funds, over and above RPM&M giving, for the work of church planting.
 - 2. The Time to Plant Fund is a specific use fund. The receipts of this fund shall be maintained as a separate account until the funds are needed for specific new works.

II. AID APPLICATION PROCEDURES

- A. All requests for aid from the Board shall come through the Presbytery or one of its commissions empowered to act on its behalf.
- B. The request for aid should ordinarily come to the Board through the Presbytery's Board Representative. Such requests should ordinarily come to the Board at its spring meeting. The Presbytery's representative should be acquainted with the proposed new work, its potential and its actual needs so as to give some evaluation to the Board.
- C. Requests for aid should use the following forms when requesting aid:
 - 1. HMB-1 - "Presbytery's Application For Aid"
 - 2. HMB-2 - "HMB Annual Financial report" provided to each Presbytery Representative
 - 3. HMB-3 - "HMB Annual Statistical Report"
 - 4. HMB-4 - "Application for Evangelism & Church Planting Seminar"
 - 5. HMB-5 - "Church Planting Pastoral Internship Application"
 - 6. HMB-6 - "Resident In Training Program Application"

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- D. Aid approved in anticipation of a church planter on site will be valid for 18 months, after which the proposal would need to be resubmitted. (Minutes 11-14-2001)
- E. For all new works the Board will denominate its grants in local currency. (Note: This shifts stability of budgeting to the church plants. Eg. The six-year reducing aid package will be set at the time of adoption of the proposal in Canadian dollars. (Minutes 4-21-2004)

III. AID DEFINITIONS AND SPECIFIC PURPOSES

A. GRANT

- 1. The Board will make special grants on a case by case basis for a maximum of one year.
- 2. Special grants may also be available in special situations in the new work.

B. EXPLORATORY DEVELOPMENT GRANT

- 1. Exploratory Development Grants are available to be used preceding the arrival of an organizing pastor to the site to formulate plans for a new work area, carry out survey trips, launch Bible studies, advertise, provide specialized training of the church planter and other such initial development activities.
- 2. In order to receive an Exploratory Development Grant, the presbytery must first invest some of its own funds in researching the potential area.
- 3. Upon presentation to the Home Mission Board of a presbytery approved plan for development, grants can then be made.
- 4. Between Board meetings the Executive Committee may approve grants of up to \$1,000 for a specific area.

C. NON-REDUCING AID GRANT

- 1. Non-Reducing Aid shall be granted to help initiate new works. It shall usually be for less than one year, after which reducing aid begins.
- 2. Upon arrival of the organizing pastor, Presbytery may receive non-reducing aid for a limited time.
- 3. Non-reducing aid normally begins after a church planter becomes dependent upon the church for his primary income. The Presbytery, in consultation with the TGB or the session, shall determine when this criterion is met.

D. REDUCING AID

- 1. Reducing Aid shall start upon the organization of the new work into a Mission Church which will normally be the first full year the organizing pastor is on site. The Home Mission Board will budget reducing aid to new works for up to a six year period. Reductions are on an annualized straight line.
- 2. Reducing aid normally begins after a church planter becomes dependent upon the church for his primary income. The Presbytery, in consultation with the TGB or the session, shall determine when this criterion is met.
- 3. Near the end of the 3rd year of reducing aid, the Presbytery shall conduct an evaluation of the health and fruitfulness of the new work. A written report of this evaluation shall be presented to the HMB before the Board continues the second three years of reducing

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aid. See Section 5 “V. Guidelines for Third Year Evaluation of New Works” for further details (page 5-3).

E. J. D. EDGAR MEMORIAL FUND

1. In 1994 the Board received Restricted Designated funds from the trust of Lucile D. Edgar, widow of the late Dr. J. D. Edgar, the income from which is to be used for the purpose of establishing new congregations. In accordance with the stipulations placed on these funds, the following policies shall govern their use.
2. Income from the J. D. Edgar Memorial Fund shall only be used for new works that qualify for support in accordance with Home Mission Board policies.
3. No work shall receive support from the J. D. Edgar Memorial Fund for more than a total of five years.
4. Each year the Board will determine the distributions from the J. D. Edgar Memorial Fund and shall record the new works supported and the amount of support in the minutes of the Board.
5. The funds shall be distributed according to the regular categories of aid as defined in Section 6 of the Policies and Procedures Manual. The priorities for distribution of the funds shall be:
 - a) Non-reducing aid grants
 - b) Reducing Aid
 - c) Grants
6. Any funds available but not actually distributed in a given calendar year, shall be retained in the J. D. Edgar Memorial Fund current account for distribution the next year.
7. Each of the HMB’s Presbytery Representatives shall be notified of the availability of support from the J. D. Edgar Memorial Fund and will convey that information to his presbytery.
8. Each recipient of the J. D. Edgar Memorial Fund shall be notified by the HMB Secretary.

HMB Policies and Procedures
Section 7 - **Special Programs**

I. PASTOR'S PASTOR PROGRAM

A. The Vision

1. Make available to the pastors and congregations of the Church, a man who is experienced in the ways of the Kingdom, to visit across the church in the interests of the Gospel, the church and the pastor.

B. Qualifications of a Pastor's Pastor

1. Ready to retire
2. A happy Reformed Presbyterian
3. Blessed with health, energy and enthusiasm for visiting and ministering to churches and pastors
4. Wise from years of experience and maturity
5. Known for his gifts of encouragement and teaching
6. Free to travel as husband and wife
7. Free from heavy financial needs

C. Appointment

1. The appointment of the Pastor's Pastor will be made by the Home Mission Board and confirmed annually by a vote of Synod.

D. Oversight

1. By a "Pastor's Pastor Oversight Committee" appointed by and reporting to the Home Mission Board

E. Operation

1. The Pastor's Pastor will be free to determine his own schedule in cooperation with local congregations or presbyteries.

F. Service

1. The Pastor's Pastor will propose areas of service he might offer to a region, then each congregation will submit a request for his services

G. Support

1. Since he is in retirement years and will not be in need of additional salary, no set salary is planned.
2. Expenses are to be provided by the congregations requesting his services.
3. Congregations and others may provide a "love offering" or honorarium.
4. The Home Mission Board will provide start up funds and other resources as needed to enhance this ministry.

H. Evaluation

1. Presbytery representatives are encouraged to bring reports to the Board

Section 7 - **Special Programs**

- I. The financial policies and procedures of the Pastor's Pastor Program are as follows:
1. Congregations are asked to make arrangements either individually or among themselves, if several are inviting the Pastor's Pastor, as to the source and amounts of funds to pay for the ministry expenses of the Pastor's Pastor. Full payment of ministry expenses is expected from the congregation(s). No honorarium is required but, if at all possible, it is encouraged. If finances are preventing congregations from inviting the Pastor's Pastor, the Presbytery's Home Mission Board Representative should be consulted.
 2. For the sake of simplicity in accounting and tax reporting all income and expenses for the Pastor's Pastor Program will be processed by the denominational Treasurer's office through the accounts of the Home Mission Board.
 3. All contributions resulting from the Pastor's Pastor ministry shall be forwarded to the Treasurer's office. Checks should be made out to "Trustees of Synod of the RPCNA." The treasurer shall issue an official receipt for any contribution of \$250 or more.
 4. "Love gifts", which the individual donor does not claim as a charitable contribution, may be given directly to the Pastor's Pastor. Congregations should not do this unless they are prepared to file a Form 1099 with the IRS for the "love gift."
 5. Receipts in excess of the expenses of a trip shall be paid to the Pastor's Pastor as compensation.
 6. The expenses of the Pastor's Pastor shall be paid on a fully reimbursable expense plan. Mileage shall be paid at the current IRS mileage rate.
 7. The Pastor's Pastor shall keep a contemporaneous log of all expenses. He shall submit this log monthly, along with a receipt for every expense over \$25, to the Treasurer's office for full reimbursement. The log shall record the following types of expenses:
 - a) Ministry mileage (on a personal auto)--date, odometer readings, destination, and purpose
 - b) Ministry meals--date, amount, and ministry purpose
 - c) Airfare and auto rental including gas
 - d) Lodging--date, amount, and ministry purpose
 - e) Other out-of-pocket ministry expenses such as copying, books, tapes, etc., which are needed to effectively carry out the Pastor's Pastor ministry.
 - f) Meals or other items for those to whom the Pastor's Pastor is ministering, if they would significantly enhance the Pastor's Pastor ministry to them.
 8. The Treasurer's office shall issue a telephone credit card to the Pastor's Pastor for ministry calls relating to this program.
 9. The denominational treasurer shall issue the appropriate IRS forms to the Pastor's Pastor for each calendar year's total compensation.
 10. The Home Mission Board shall issue an expense advance of \$750 to the Pastor's Pastor.
 11. Expenses for secretarial services related to this program incurred by the Pastor's Pastor Oversight Committee or the Pastor's Pastor shall be paid out of the appropriate HMB funds and not be charged against ministry expenses for which congregations have paid.
 12. The denominational treasurer shall give a detailed accounting of the income and expenses of the program to the Pastor's Pastor Oversight Committee at least every quarter.

HMB Policies and Procedures
Section 7 - **Special Programs**

Church Planting Pastoral Internship Program

Purpose

The purpose of the Church Planting Pastoral Internship Program is to help provide prospective church planting pastors with training that would make them most effective in their calling. Believing that the pattern set forth by the Lord Jesus Christ and His apostles was for younger men to be taught and equipped for ministry by experienced, fruitful men (II Timothy 2:2), the Home Mission Board is providing grants for internships under men who have been used by the Lord to plant churches in our denomination. The Home Mission Board will provide funding of up to \$_____ for these grants. Your application will be used by the Home Mission Board to evaluate your proposal and make a decision regarding funding of the internship. These internships can also be coordinated with the Reformed Presbyterian Theological Seminary under their Pastoral Internship Programs so that course credit can be received.

Application: Use Form HMB-5

Section 7 - **Special Programs**

Resident In Training Program

(Minutes 11-14-2001)

THE BASIC IDEA:

As representatives, serving you in our Presbyteries with Counsel, Education, Resources and Training, your Home Mission Board (hereinafter HMB) would like to invite applications for grant/match funding toward the placement of potential church planters as residents-in-training in existing congregations.

Qualifying churches would receive a \$12,000 grant, and matching funds up to \$12,000 more, for each of no more than 2 years. Available funds for a given year would follow the chart below.

| HMB Grant | Congregation able to raise | HMB match | Total available |
|------------------|-----------------------------------|------------------|------------------------|
| \$12,000.00 | \$12,000.00 | \$12,000.00 | \$36,000.00 |
| \$12,000.00 | \$11,000.00 | \$11,000.00 | \$34,000.00 |
| \$12,000.00 | \$10,000.00 | \$10,000.00 | \$32,000.00 |
| \$12,000.00 | \$9,000.00 | \$9,000.00 | \$30,000.00 |
| \$12,000.00 | \$8,000.00 | \$8,000.00 | \$28,000.00 |
| \$12,000.00 | \$7,000.00 | \$7,000.00 | \$26,000.00 |
| \$12,000.00 | \$6,000.00 | \$6,000.00 | \$24,000.00 |

The object of this approach is to season men and test their calling in the areas of discipleship, evangelism, and leadership development. Consider the following advantages of this approach:

- * One of the best circumstances in which a man's calling for church planting can be identified and confirmed is in the context of a strong church, where tested and proven leaders train and encourage in close and constant contact.
- * It may be the best stewardship of the precious human resource to make a man's first experience in full-time pastoring a residency rather than a church plant. While particular situations will be the exception, a pervading pattern of sending the inexperienced to solo on the outer edges of the field may, over time, leave many overcome and disillusioned.
- * The demanding ministry required of one training for church planting can be pursued without the distracting pressures of impending financial insolvency.
- * During this period, human and financial resources serve both the existing church and the necessary goal of planting.
- * The "daughtering" model of church planting, a very healthy model especially suited to our denomination, is cultivated.

Enclosed are the policies, application forms and instructions you will need. See Form HMB-6.

HMB will not normally offer both the *full* Resident In Training Program and the *full* six-year decreasing aid program consecutively to the same site. (Minutes 4-9-2003)

Section 8 - **Manual for Church Planting**

HMB Policies and Procedures

Section 9 - **Forms**

| Presbytery Application for HMB Aid (Form HMB-1) | | | | | | |
|---|--------------------------|----------------------------|------------|--------|--------|--------|
| _____ Presbytery | | | Date _____ | | | |
| | Congregation or New Work | | 20__ | 20__ | 20__ | 20__ |
| | | | Actual | Actual | Budget | Budget |
| 1 | Congregation | | | | | |
| 2 | Aid from Presbytery | | | | | |
| 3 | Aid from HMB | | | | | |
| 4 | Total Aid | | | | | |
| 5 | Total Income | | | | | |
| 6 | Congregation | | | | | |
| 7 | Aid from Presbytery | | | | | |
| 8 | Aid from HMB | | | | | |
| 9 | Total Aid | | | | | |
| 10 | Total Income | | | | | |
| 11 | Congregation | | | | | |
| 12 | Aid from Presbytery | | | | | |
| 13 | Aid from HMB | | | | | |
| 14 | Total Aid | | | | | |
| 15 | Total Income | | | | | |
| 16 | Congregation | | | | | |
| 17 | Aid from Presbytery | | | | | |
| 18 | Aid from HMB | | | | | |
| 19 | Total Aid | | | | | |
| 20 | Total Income | | | | | |
| 21 | TOTALS | Congregation | | | | |
| 22 | | Aid from Presbytery | | | | |
| 23 | | Aid from HMB | | | | |
| 24 | | Total Aid | | | | |
| 25 | | Total Income | | | | |

Attach an "HMB Annual Financial Report" (Form HMB-2) for each congregation or new work listed above. You may also submit the congregation's or new work's own internal financial statement. If there is any difference between the financial report's amounts and the amounts listed above, please provide an explanation.

Also, attach your Presbytery's financial report for last year and its budget for the current year.

| | |
|------------------------------|---------------------------------|
| Person completing this form: | Name _____ |
| | Presbytery Responsibility _____ |
| | Phone _____ |

HMB Policies and Procedures

Section 9 - **Forms**

| HMB Annual Financial Report | | (Form HMB-2) | | | | |
|-----------------------------|--|--------------------------|--------|--------|--------|--------|
| | | for _____ (Congregation) | | | | |
| | | Actual | Actual | Budget | Actual | Budget |
| | | 20__ | 20__ | 20__ | 20__ | 20__ |
| | GENERAL FUND | | | | | |
| 1 | Beginning Balance | | | | | |
| | RECEIPTS | | | | | |
| 2 | Tithes & Offerings | | | | | |
| 3 | Investment Income | | | | | |
| 4 | Other | | | | | |
| 5 | Aid-Presbytery | | | | | |
| 6 | Aid-Synod | | | | | |
| 7 | Total Aid (5+6) | | | | | |
| 8 | TOTAL RECEIPTS (2+3+4+7) | | | | | |
| 9 | CASH AVAILABLE (1+8) | | | | | |
| | DISBURSEMENTS: | | | | | |
| | Pastor's Compensation: | | | | | |
| 10 | Salary | | | | | |
| 11 | Housing | | | | | |
| 12 | In Lieu of Soc Sec | | | | | |
| 13 | Pension | | | | | |
| 14 | Health Care | | | | | |
| 15 | Other | | | | | |
| 16 | Total Pastor's Comp (10+11+12+13+14+15) | | | | | |
| | Contributions/Assessments: | | | | | |
| 17 | RPM&M | | | | | |
| 18 | HMB | | | | | |
| 19 | Presbytery | | | | | |
| 20 | Synod Assessments | | | | | |
| 21 | Other Missions | | | | | |
| 22 | Other | | | | | |
| 23 | Total Contr/Asmts (17+18+19+20+21+22) | | | | | |
| 24 | Pastor's Business Expenses | | | | | |
| 25 | Outreach/Evangelism | | | | | |
| 26 | Mercy Ministry | | | | | |
| 27 | Other Ministry Expenses | | | | | |
| 28 | Facility/Building Expenses | | | | | |
| 29 | Supplies | | | | | |
| 30 | Equipment | | | | | |
| 31 | Insurance | | | | | |
| 32 | Transfers to Building Fund (To Line 40) | | | | | |
| 33 | Other | | | | | |
| 34 | Other | | | | | |
| 35 | Other | | | | | |
| 36 | TOTAL DISBURSEMENTS (16+23+(24 thru 35)) | | | | | |
| 37 | ENDING BALANCE (9 minus 36) | | | | | |
| | BUILDING FUND | | | | | |
| 38 | BEGINNING BALANCE | | | | | |
| 39 | + Contributions | | | | | |
| 40 | + Transfers from General Fund (From Line 32) | | | | | |
| 41 | - Expenditures | | | | | |
| 42 | ENDING BALANCE (38+39+40-41) | | | | | |
| 43 | OTHER FUNDS | | | | | |
| 44 | OTHER FUNDS | | | | | |
| 45 | TOTAL ASSETS (37+42+43+44) | | | | | |

HMB Policies and Procedures

Section 9 - **Forms**

Form HMB-2 - NOTES:

- Line 1: The **ENDING BALANCE** on Line 37 of the previous year.
- Line 13: The minimum payment to Synod's Pension Plan, plus any extra payments to the pastor's account in Synod's Pension Plan, any IRA and/or 403(b) contributions, etc.
- Line 15: Other compensation such as life insurance or disability income insurance.
- Line 16: The sum of Lines 10 through 15.
- Line 20: Pension and Travel Fund assessments. These are the "per communicant member" assessments only. The minimum contribution for the pastor's pension account is part of the pastor's compensation and is shown in line 13.
- Line 23: The sum of Lines 17 through 22.
- Line 24: Business expenses incurred by the pastor such as mileage, entertainment, books, conferences, study materials, subscriptions, etc. Congregations are urged to operate on a "fully reimbursable expense account" basis.
- Line 27: The total of all other expenditures not included in another disbursement item.
- Line 28: The costs for mortgage or rent payments, utilities, maintenance, property insurance and other costs incurred in providing facilities for the ministry.
- Line 31: Other insurance such as workman's compensation insurance, special liability, malpractice, special event, etc. Property insurance should be included in line 28.
- Line 40: You are encouraged (but not required) to show major capital expenditures for any property you own or rent on this line and not on line 28. You can show a transfer from line 32 to line 40, if that is needed.

The above report represents the actual receipts and disbursements of the congregation for the past year and the budgets for the current year and the coming year.

Prepared by: _____ Date: _____

Title: _____ Phone: _____

HMB Policies and Procedures

Section 9 - **Forms**

| HMB Annual Statistical Report (Form HMB-3) | | | | | | | | | | | | |
|--|--|------|------|------|------|------|------|------|------|------|------|------|
| for _____ (Congregation) | | | | | | | | | | | | |
| | YEAR | 1990 | 1991 | 1992 | 1993 | 1994 | 1995 | 1996 | 1997 | 1998 | 1999 | 2000 |
| | ATTENDANCE | | | | | | | | | | | |
| 1 | Worship | | | | | | | | | | | |
| 2 | S.S./Small Group | | | | | | | | | | | |
| | MEMBERSHIP | | | | | | | | | | | |
| 3 | Communicant | | | | | | | | | | | |
| 4 | Baptized | | | | | | | | | | | |
| 5 | TOTAL MEMBERSHIP (3 + 4) | | | | | | | | | | | |
| | INCREASES | | | | | | | | | | | |
| 6 | Baptized Children | | | | | | | | | | | |
| | Communicant | | | | | | | | | | | |
| 7 | Internal Growth-from baptized children | | | | | | | | | | | |
| 8 | Conversion Growth-Profession of Faith | | | | | | | | | | | |
| 9 | Transfer Growth-from other RP churches | | | | | | | | | | | |
| 10 | Transfer Growth-from NAPARC churches | | | | | | | | | | | |
| 11 | Transfer Growth-from other churches | | | | | | | | | | | |
| 12 | TOTAL COMMUNICANT INCREASE (7+8+9+10+11) | | | | | | | | | | | |
| 13 | Percentage Increase from Professsion of Faith (8 / 12) | | | | | | | | | | | |
| 14 | TOTAL INCREASE-Baptized & Communicant (6+12) | | | | | | | | | | | |
| | DECREASES | | | | | | | | | | | |
| 15 | Baptized-from baptized roll | | | | | | | | | | | |
| | Communicant | | | | | | | | | | | |
| 16 | Death | | | | | | | | | | | |
| 17 | To other RP churches | | | | | | | | | | | |
| 18 | To NAPARC churches | | | | | | | | | | | |
| 19 | To other churches | | | | | | | | | | | |
| 20 | Other | | | | | | | | | | | |
| 21 | TOTAL COMMUNICANT DECREASE (16+17+18+19+20) | | | | | | | | | | | |
| 22 | TOTAL DECREASE-Baptized & Communicant (15+21) | | | | | | | | | | | |
| 23 | NET GAIN OR LOSS (14 - 22) | | | | | | | | | | | |

HMB Policies and Procedures

Section 9 - **Forms**

Form HMB-3 - NOTES:

- Line 1: Worship - Enter the average morning (unless you are only doing evening worship) worship attendance (including children) for the last three months of the prior year. Since we are anticipating growth, worship attendance for the final quarter each year should give us a more accurate comparative figure than averaging through 12 months.
- Line 2: SS/Small Group - Enter the average number of people involved in either a Sabbath School class or a small group. The purpose of this statistic is to gain some feel for how many people in the work are involved in more than just morning worship (or evening if that is when your worship is). People should only be counted once, even if a person is involved in more than one small group.
- Line 3: Communicant - Enter the number of communicant members as of Dec. 31.
- Line 4: Baptized - Enter the number of baptized (non-communicant) members as of December 31.
- Line 5: Total Membership - Enter the total number of baptized and communicant members as of December 31 by adding Line 3 and Line 4.
- Line 6: Baptized Children - Enter the number of increases in baptized children during the previous year. This could either be from new births or by transfer of children who were baptized in another church whose baptism you have accepted.
- Line 7: Internal Growth - From baptized children - Enter the number of professions of faith by children previously included on the baptized roll who have become communicant members during the last year.
- Line 8: Conversion Growth-Profession of Faith - Enter the number of people who made a first time profession of faith and became communicant members during the last year. This would ordinarily include baptism.
- Line 9: Transfer Growth-from other RP churches - Enter the number of communicant members who were received from other RP congregations during the last year.
- Line 10: Transfer Growth-from NAPARC churches - Enter the number of communicant members who were received from other NAPARC churches during the last year.
- Line 11: Transfer Growth-from other churches - Enter the number of communicant members who were received from churches other than NAPARC churches during the last year whether or not you received an official transfer. This should NOT include people making a profession of faith for the first time.
- Line 12: Total Communicant Increase - Enter the total increase in communicant membership during the last year.
- Line 13: Percentage Increase from Profession of Faith - Enter the percent of Increase from Conversion Growth. Divide Line 8 (Conversion Growth-Professions of Faith) by Line 12 (Total Communicant Increase). Multiply by 100 to get the percentage.

HMB Policies and Procedures

Section 9 - **Forms**

- Line 14: Total Increase (Baptized & Communicant) - Enter total increase in membership from both baptized and communicant members.
- Line 15: Baptized-from baptized roll - Enter the number of all decreases from all sources in the baptized roll during the last year. This will include children who became communicant members during the previous year, children removed because their parents have left the church and infant deaths.
- Line 16: Death - Enter the number of communicant members who died during the last year.
- Line 17: To other RP churches - Enter the number of communicant members who have been given letters of transfer to unite with other RP churches during the last year.
- Line 18: To NAPARC churches - Enter the number of communicant members who have been given letters of standing/transfer to unite with other NAPARC churches during the last year.
- Line 19: To other churches - Enter the number of communicant members who have been given letters of standing/transfer to unite with other churches during the last year.
- Line 20: Other - Enter the number of communicant members who have been removed from the roll either by discipline or other reasons.
- Line 21: Total Communicant Decrease - Enter the total decrease from communicant membership during the last year.
- Line 22: Total Decrease (Baptized & Communicant) - Enter the total decrease in baptized and communicant membership
- Line 23: Net Gain or Loss - Enter the net gain or loss in baptized and communicant membership during the last year by subtracting Line 22 (Total Decrease) from Line 14 (Total Increase).

Prepared by: _____

Date: _____

Title: _____

Phone: _____

Church Planting Pastoral Internship Program
(Form HMB-5)

Application
to the
Home Mission Board
of the RPCNA

Purpose

The purpose of the Church Planting Pastoral Internship Program is to help provide prospective church planting pastors with training that would make them most effective in their calling. Believing that the pattern set forth by the Lord Jesus Christ and His apostles was for younger men to be taught and equipped for ministry by experienced, fruitful men (II Timothy 2:2), the Home Mission Board is providing grants for internships under men who have been used by the Lord to plant churches in our denomination. The Home Mission Board will provide funding of up to \$_____ for these grants. Your application will be used by the Home Mission Board to evaluate your proposal and make a decision regarding funding of the internship. These internships can also be coordinated with the Reformed Presbyterian Theological Seminary under their Pastoral Internship Programs so that course credit can be received.

Information

Name of Congregation _____

Pastor _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Name of Proposed Intern _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Dates for Proposed Internship _____

Amount of Funding Requested \$ _____

Section 9 - **Forms**

Questions *(Please answer fully the following questions, using the back of the sheet if necessary to complete your answers.)*

1. How has the applying congregation, and especially the pastor, been involved in church planting and continued in that involvement to the present?

2. Is there currently a church planting opportunity your congregation is developing? If yes, please explain this situation and how an intern would be helpful to its further development. If not, then please explain how your congregation could still be helpful in training an intern for church planting work.

3. Why is the prospective intern desirous of receiving church planting training, and how will it better equip him for his future life and ministry? Are you coordinating this with the seminary so that credit can be received for this work?

4. Please see the sheet attached to this application called "Sample Copy of Church Planting Pastoral Internship Covenant." Using this as a prototype, design what a covenant with your intern would look like. Use the space below to explain any of the details of the covenant.

HMB Policies and Procedures

Section 9 - **Forms**

5. Itemize below how the funding for the intern would be provided and used, being as detailed as possible (Examples: Stipend - \$500; Housing - \$1,000; Mileage - \$200). You may use the space below to explain any of the items.

INCOME

| | |
|-----------------------------|----------|
| HMB Internship Grant | \$ _____ |
| Congregational Contribution | \$ _____ |
| Other Sources | \$ _____ |

TOTAL \$ _____

EXPENSES

| | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

TOTAL \$ _____

Form completed by:

Date:

Please return this form to your Presbytery Representative.

Section 9 - **Forms**

Church Planter
Resident-in-Training Program
Form HMB 6

Application for Home Mission Board Aid
to be filled out by a Presbytery or a Session approved by their Presbytery

Information

Name of Congregation _____

Pastor _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Name of proposed resident _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Proposed beginning date for residency _____
(month/year)

Amount of funding requested this year _____

Questions: (Please use the back of these sheets if necessary to provide thorough answers.)

1. What fruit of God's blessing shows the congregation to be spiritually healthy?

Section 9 - **Forms**

2. What is the evidence that the existing leadership in this congregation has been proven and equipped for guiding a potential church planter in a residency relationship?

3. Please provide a concise statement of the congregation's philosophy of church life and ministry in their situation.

4. Since the program is reserved strictly for potential church planters, describe why you believe that engaging this particular resident will serve the purpose of seeing him equipped for that work?

Section 9 - **Forms**

5. Please provide a detailed description of your goals for the resident's involvement across the whole of the residency, being specific in each of the following categories:

Personal faith and holiness

Discipleship

Outreach

Leadership development

6. In what way, if at all, is your request related to the potential of daughtering a church from your own congregation?

7. Describe your view of the congregation's relationship with this resident at the end of the residency.

8. Please attach a complete proposed budget and signed commitment, which reflects the congregation's commitment to the matching portion of the funding.

Application completed by:

Date _____

Please return this form to your Presbytery Representative.

Policy definitions:

Section 9 - **Forms**

Presbyteries or Sessions (with Presbytery approval) make the applications.

This program is strictly reserved for potential church planters. Grant/match funding will be considered on the basis of complete, approved applications only.

Candidates for funding through this program must be licensed to receive a call but, in accord with each Presbytery's oversight, need not be ordained and installed as assistant pastors.

Grant approvals can be part of the business of either meeting (Spring or Fall) of the HMB. Funding shall be for the calendar year and can begin in any month. Presbytery approved applications shall be received by the HMB (through the Presbytery representatives) by March 1st for consideration at Spring meetings or by September 1st for Fall.

HMB will not normally offer both the *full* Resident In Training Program and the *full* six-year decreasing aid program consecutively to the same site. (Minutes 4-9-2003)

HMB funding commitments shall be entered into in accord with reasonable projection of available funds, and are always subject to actual available funds.

Each calendar year's grant and match funding will be provided at the beginning in a single transfer, in accord with written match commitments submitted with the request. At the end of the calendar year, the congregation shall be responsible to return all unmatched portions. Each respective Presbytery, and/or the HMB, shall have authority to cease funding (in accord with all contractual obligations) at any time, if circumstances call for it.

Recipient Sessions shall provide yearly reports to their Presbyteries in accord with the forms provided (at whichever meeting is closest to having allowed 12 months to pass), and the Presbyteries, in turn, shall provide those reports to the HMB at its nearest meeting thereafter.

Section 9 - **Forms**

Church Planter
Resident-in-Training Program

Yearly Session Reports to Presbytery and the HMB

1. Please attach (separately):

- a detailed job description, itemizing the resident-in-training's responsibilities through the past year, and
- a detailed job and goals description for the coming year.

2. What fruit of God's blessing upon the resident and his work can be identified in each of the following categories:

Personal faith and holiness

Discipleship

Outreach

Leadership development

3. Please provide a statement from your resident concerning his current view toward considering further work in church planting.

Section 9 - **Forms**

4. What do you consider to be your resident's greatest strengths? In what areas does he need to grow?

5. Has your work with this resident through the year revealed any significant problems that would be a detriment to his work as a church planter?

Report completed by:

Date _____

Please return this form to your Presbytery Representative.

HMB Policies and Procedures

Section 9 - **Forms**

Church Planter
Resident-in-Training Program

Matching Commitment

In accord with the attached budget, we, the _____
congregation of the RPCNA commit to providing the amount of _____ toward
the costs of supporting a resident in the calendar year _____ through
(month/year)
_____.
(month/year)

It is understood that while the amount that matches this commitment will be provided by the HMB at the beginning of the related calendar year, the congregation will be responsible to refund any portion unmatched.

Clerk of Session

Date _____

Chair of the Deacon Board

Date _____

Church Planting Reducing Aid Grant

Application

HMB Form 7

PURPOSE

Reducing Aid shall start upon the organization of the new work into a Mission Church, which will normally be the first full year the organizing pastor on site. The Home Mission Board will budget reducing aid to new works for up to a six year period. Reductions are on an annualized straight line. Reducing aid normally begins after a church planter becomes dependent upon the church for his primary income. The Presbytery, in consultation with the TGB or the session, shall determine when this criterion is met. Near the end of the 3rd year of reducing aid, the Presbytery shall conduct an evaluation of the health and fruitfulness of the new work. A written report of this evaluation shall be presented to the HMB before the Board continues the second three years of reducing aid.

Information

Name of Congregation _____
Planting pastor _____

Address _____

City _____ State _____ ZIP _____

Telephone _____ e-mail _____

Information prepared by _____

Presbytery approval _____ (at which meeting?)

I. CORE GROUP'S RELATIONSHIP TO THE COMMUNITY

1. What is the size and type of community in which the core group is ministering?
2. What are the predominant churches in the area? How many other reformed works exist in the community?
3. Where does the core group meet? How are the facilities used for the ministry? What are some of the advantages and disadvantages of the facility?
4. In what ways is the core group actively reaching out to the community?

Section 9 - **Forms**

II. CHURCH PLANTER'S LIFE

1. What is the family status of the church planter? How does his family seem to be doing emotionally, physically and spiritually?
2. Describe the church planter's walk with God. What are some lessons the Lord has been teaching him recently?
3. What will the general schedule of the church planter? What responsibilities will the church planter be carrying?

III. SPIRITUAL GROWTH AND MATURITY

1. How many "seed households" are involved in the work? (Seed households are characterized by those 1) who are born again, 2) who have a tangible love for the lost, 3) who display some ministry skills, 4) who are oriented to the doctrine and government of the RP church, 5) who believe a new RP congregation should exist in this community, 6) who believe God wants them to be a part of it.)
2. How will the Presbytery support this work? How will its oversight be conducted?
3. What is the spiritual, numerical, and financial strength within the group?
4. Is there clear evidence that God has used the core group beyond itself?

IV. ATTENDANCE AND MEMBERSHIP

1. What is the core group attendance and membership?
2. While planting this new work has God blessed with conversion or numeric growth?
3. Please fill out attached Ministry Chart describing your core group.
4. What is the level of involvement in small groups?
5. What are indications of people's commitment to more than Lord's Day worship?

V. FINANCIAL PICTURE

Please fill out the attached budget report.

VI. FURTHER REQUIREMENTS FOR AID

1. If he hasn't already done so, the Church planter must participate in an RTS "boot camp" or similar training. Ask your HMB representative about being sent to this sort of training, and indicate the time frame in which you can expect him to engage it.

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2. Submit a document that contains the church planter's philosophy of ministry. (A simple definition: A set of unchanging Biblical principles that defines how your ministry will function. These principles guide your every decision.)

3. Please provide two letters of recommendation regarding his evangelistic gifts and training.

VII. COMMENTS OR ADDITIONAL INFORMATION

Ministry Chart

Date: / /

Section 9 - **Forms**

MATURE DISCIPLE

NEW DISCIPLE

GOD-FEARER

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