

Church Planting Administrative Guide



24604 57th Ave. E.
Graham, WA 98338
chris@pacificopenbible.com
253.310.5794

Initial Contacts To Make when Planting a Church

WHO TO CONTACT

Regional Church Planting Commission

Please contact the person who heads up church planting for the region. The earlier you contact the regional office, the better. The application, assessment, training and planning processes for church planting can begin even before you are sure of the location and the place for planting.

Most planters make the process harder on themselves and their family by not planning far enough ahead. Even though you are being mothered by a local church, contacting the region can be of great assistance to you. Please contact the regional director of church planting at your earliest convenience.

Director, Pacific Planting Network

Chris Hansler

Voice: 253.846.3375/253.310.5794

Fax:

Email: chris@pacificopenbible.com

Mail: 24604 57th Ave. E., Graham, WA 98338

Mother Church Pastor

If you are a staff member of a church, please talk to your lead pastor. If you intend to begin the planting process in less than one year, you must talk with your senior pastor within 2 weeks of your initial contact with the regional or district offices if you have not already done so.

Other Open Bible Pastors In Your Target Area

In order to create a growing movement of church planting, it is essential that relationships with other pastors in the plant area be maintained to the best degree possible. Six months or more before beginning field ministry, you need to meet with all Open Bible pastors within a 20-mile radius of your planting target. Your goal is to establish a good working relationship. If after 2 meetings conflict or disagreements arise due to location or another issue regarding the new plant, contact both your District Director and the regional director of church planting.

Who To Contact If the Church Plant Is In Another Region Or District

The mother church pastor should be in contact with the appropriate district and regional offices as soon as it becomes evident that they are going to mother a church across district or regional boundaries. In particular, other regions may have some different processes in place for communication, approval, funding and support. Even if you are not soliciting any support from the region in which you are planting, in order to create unity and momentum in our church planting efforts, it is critical that you communicate early in the process and clearly about expectations and timing.

For Candidates Not Currently Credentialed With Open Bible

Recruiting To Create A Movement

Open Bible Churches is a movement open to and looking for leaders who will be committed to creating a movement of leadership reproducing and church reproducing ministries that will advance the Kingdom of Jesus Christ. We hold to distinctive pentecostal / charismatic theology, values and experience.

Credentials and Affiliation

While we are Kingdom minded and seek to bless the advancement of God's Kingdom regardless of affiliation, we are also focused on creating a unified movement and therefore focus the vast majority of our attention on leaders and projects that are directly connected to Open Bible Churches through the credentialing of the ministers and the affiliation of the churches.

Therefore, the first step to be considered for church planting is to begin and complete the credential process. Please call the regional office that oversees the area in which you reside currently or if planting plans are definite focused on a specific target area, then contact the regional office for the area in which you plan to plant.

District Leadership

Please contact your current District Director.

Southern California/ Arizona District

Gary Khan, District Director
Voice: 661-251-5641
Fax: 661-251-0152
Email: gary@desertstreams.com
Mail: 26873 Ruether Avenue
Canyon Country, CA 91351

Columbia River District

Northern California District

Jim Pluimer, District Director
Voice: 209-334-2238
Fax: 209-368-8960
Email: jpluimer@sbcglobal.net
Mail: 7 S Fairmont Ave
Lodi, CA 95240

Northwestern District

Chris Hansler, District Director
Voice: 253.310.5794/253.846.3375
Fax:
Email: chris@pacificopenbible.com
Mail: 24604 57th Ave. E.
Graham, WA 98338

Oregon District

Dan LeLaCheur, District Director
Voice: 541-389-8241
Fax:
Email: pastordan@clcbend.com
Mail: 21720 E Highway 20
Bend, OR 97701-9303

Northeastern District

Gary Hebden, District Director
Voice: 509-924-3705
Fax: 509-924-3709
Email: gahebden@ipeg.com
Mail: N 905 McDonald Rd, Spokane
WA 99216

Legal Issues

Handling Money Prior To Completing Incorporation And Charter

Fundraising, receipt of money and the disbursement of money prior to completion of state incorporation and charter with Open Bible Standard churches needs to be done in the following manner.

1. Establish an agreement with the mother church or an Open Bible church in your district or region who is willing to receive donations for you and issue the tax deductible receipts for you (donations will not be tax deductible unless the checks are written out to and funneled through a 501(c)3 church corporation and treated as designated missions giving).
2. The church receiving the funds can forward them to you in one check OR if the church is in the same locale and the church is agreeable, you could simply have the church receiving the funds also write out the checks for you using a simple check requisition format.
3. Church funds need to be deposited in a separate checking account from your personal account.
 - a. If you are not incorporated with the state and do not have an EIN number, you may put the primary name of this account as your name and list it as a business account on the bank statements and checks.
 - b. If you have *Your State* incorporation and EIN number you can open an account in the name of the church even without the Charter being completed—however, until the Charter is complete you cannot receive any tax deductible contributions or issue any tax deductible receipts.
4. Send an accurate accounting of your business checking account to the church who is handling the money for you and your Planting Commission Coach (through the “Church Planting Report” explained later) each month with brief diary describing (phrase or sentence) the purpose of the expenditures.

Incorporation And Chartering Process

General Instructions

Non-profit incorporation is done with the state in which the church will reside. This is NOT the same as getting your non-profit 501(c)3 status with the IRS. *Your State* non-profit incorporation papers will indicate that you are a 501(c)3 entity, but you will actually gain your official status as a 501(c)3 entity after *Your State* incorporation process is complete.

For Open Bible affiliated churches, you receive your 501(c)3 status through the Open Bible Standard Churches group exemption when you Charter with Open Bible (see instructions for Chartering later in this document). This saves you a great deal of work, money and headaches! The Chartering process is a simple one.

The Bylaws, or Constitution and Bylaws, are the guidelines by which you conduct business in the church. They generally do NOT need to be filed with the Articles of Incorporation. They are in-house “legal” guidelines that, if written well, will greatly facilitate ministry and prevent legal issues from arising to the detriment of the congregation and the minister and staff. When writing bylaws, it is important to think ahead to when you or the current leadership is not present in the church. Bylaws are a difficult thing to change significantly, so write them well, write them prayerfully, and write them thoughtfully in regard to clarity of communication and legal issues the first time and you could very well spare the congregation of any future problems.

The process of Affiliation with Open Bible Churches, including incorporation, bylaws, etc. is defined in the Open Bible Manual under the “Bylaws” and “Policies and Procedures” sections. This can be downloaded from the Open Bible website at www.openbible.org.



Bylaws are a difficult thing to change, so write them well and follow them! They could spare you and your congregation future pain and legal difficulties.



State-By-State Information

Alaska

Contact Information

Government Office Title: Alaska Division of Corporations, Business and Professional Licensing

Web Page: <http://www.commerce.state.ak.us/occ/>

Arizona

Contact Information

Government Office Title: Arizona Corporation Commission

Web Page: <http://www.azcc.gov/divisions/corporations/filings/forms/packets.htm>

California

Contact Information

Government Office Title: California Secretary of State

Web Page: <http://www.ss.ca.gov/business/corp/corporate.htm>

Hawaii

Contact Information

Government Office Title: Hawaii Business Express

Web Page: <http://www.ehawaii.gov/dakine/index.html>

Idaho

Contact Information

Government Office Title: Idaho Secretary of State Business Entities

Web Page: <http://www.sos.idaho.gov/corp/corpform.htm>

Nevada

Contact Information

Government Office Title: Nevada Secretary of State

Web Page: <http://nvsos.gov/index.aspx?page=425>

Oregon

Contact Information

Government Office Title: Oregon Secretary of State

Web Page: <http://www.filinginoregon.com/index.htm>

Utah

Contact Information

Government Office Title: Utah Division of Corporations

Web Page: http://corporations.utah.gov/osbr_phase_2.html

Washington

Contact Information

Government Office Title: Washington Secretary of State

Web Page: <http://www.sos.wa.gov/Corps/Default.aspx>

Federal Employer Identification Number (EIN) – SS-4 Form

Contact Information

Government Office Title: Internal Revenue Service

Web Page: <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

Chartering With Open Bible Churches

501(c)3 Status

Call the regional office to receive paperwork and instructions for chartering with OBC. You get your 501(c)3 status when you charter with OBC—you **do NOT have to do the normal 501(c)3 application process with the IRS.**

Obtaining A Charter Application

Contact the Pacific Region office at 541-343-4021 or by email at info@pacificopenbible.com to request a charter application form.

What You Must Turn In To The Regional Office For Chartering

- Charter Application
- Charter Fee
- EIN Number
- Articles Of Non-Profit Incorporation With The State

And either

- Letter stating you are abiding by the Open Bible Churches Denomination bylaws, or
- Copy of your local church bylaws (recommended)

Liability and Property Insurance

Please call the district and regional offices for referrals to insurance agents and guidelines on securing the right kind of coverage.

Monthly Reporting

The sample form below is a report that all church plants will complete and send in via e-mail (or in the near future complete online) on a monthly basis for the purposes of communication, support and accountability. Any financial commitments that the Region has made to the church plant will be dependent upon receiving this monthly report. The report should be filled out, saved as <“*planter’s last name.month*”> and emailed to the following:

- Planter’s Coach
- Planting Commission Director
- Regional Office

Church Planting Monthly Report

Instructions: Complete this report monthly. Fill in only those boxes shaded in yellow. After completing the report, save it as "<Planter's Last Name.Month>" (i.e. Hansler.march) and e-mail it to your coach.

Month		Year	
-------	--	------	--

Name		Church	
City		State	

Most Recent Benchmark Achieved	Sample
--------------------------------	--------

Finances	
Starting Balance	
Income	
Tithes & Offerings	
Outside Support	
TOTAL INCOME	\$ -

Expenses	
Pastoral Salary & Housing	
Other Expenses	
TOTAL EXPENSES	\$ -

ENDING BALANCE	#VALUE!
----------------	---------

Core Group/Leadership Development		
Date	Type of training	# attending

Lines of Communication:

Pre-Assessment



Post-Assessment

