CHAPTER 1

DEVELOPING NEW CONGREGATIONS FOR JESUS CHRIST

Why New Church Development? Plain and simply, New Church Development and Growth is an evangelism tool available to the church today. We start new churches because it reveals God’s love. God wants people to be saved in Jesus Christ. We start new churches because that is the expectation of God. God expects the lost to be found. We start new churches in obedience to God. We start new churches to strengthen the Body of Christ. We start new churches to fulfill the Great Commission of our Lord that sends us into all the world to make disciples. We respond to the rapid population growth in Central Florida by developing new congregations to reach people migrating to Florida from other parts of our country, to reach people of many cultures who come to our area from all over the world, and to reach new generations who need to hear and experience the message of God’s love in Jesus Christ in new ways.

By “launching” new churches, the broader church does at least three crucial functions:

1. The church fulfills the great commission: NCD’s have the greatest percentage of baptisms of any church grouping.
2. The church grows not only in membership, but in confidence. One growing NCD adds vitality to all other neighboring church communities.
3. A NCD is a training ground for innovation and opportunity that can be used by sister congregations for renewed enthusiasm and hope!

We are challenged by the Biblical commission of our Lord to proclaim the Good News to all people and by the reality of increasing racial ethnic, cultural, and international diversity of the Central Florida area. The Presbytery is open to new ways of doing ministry and new options for new church development based on the specific needs of persons in immigrant and racial ethnic communities.

As we continue to live in the 21st Century, we will seek new ways for carrying out

new church development. Many of the old ways were effective in their day but now we are challenged to relate in new ways in a post-modern, multicultural world. We seek new models for NCD, new strategies for funding this important ministry, and new kinds of partnership between churches and the presbytery.

# CHAPTER 2

PRESBYTERY STRATEGY

FOR NEW CHURCH DEVELOPMENT

The Presbytery has an overall strategy for developing new churches. This strategy is coordinated by the Presbytery Church Development Committee and includes at least the following activities:

1. Studying the growth of the entire Presbytery with special attention to roads, utilities,

large housing developments, industrial and commercial developments, schools and

immigration statistics as signs of the anticipated growth of the area.

1. Developing and updating annually a list of new congregations to be started in the

order of their priority with an approximate date on which they are to be started.

1. Working with the Stewardship Committee to maintain a Long-Range Financial Plan to pay for developing new churches. It will include the cost of sites, support for pastor and program, and sources for securing necessary funds.
2. Working with and securing the support of the congregations closest to the area in

which new congregations are being planned.

1. Working with the Stewardship Committee to plan for the future financial needs for NCD and secure the support of the Presbytery to meet them.

6. Exploring the financial aid that can be received from the Synod, General Assembly,

and any other sources and working to secure this aid.

1. Using members of our churches who have skills in such areas as finance, real estate,

construction, demographics, engineering, and architecture and securing the services of paid consultants as necessary to carry out the task of NCD.

1. Seeing that each New Church Development follows the carefully worked out steps

that lead from beginning to organization to self-support.

1. Purchasing whenever possible church sites in consultation with those who plan to begin a new congregation in an area and taking advantage of lower property prices whenever possible
2. Managing NCD capital funds and vacant property of the Presbytery to support the work of new church development in the Presbytery.
3. Organizing racial-ethnic congregations as the need is discovered. In organizing racial-ethnic congregations, the NCD Sub-Committee and Committee on Ministry will take into account their unique financial, leadership and cultural reality.
4. Supporting pastoral and lay leadership development appropriate to the needs of racial ethnic and immigrant groups. This will include working with the Committee on Ministry to develop models of pastoral calls that are more flexible in the area of compensation and educational background and provide opportunities for additional training for those who demonstrate a commitment to the Reformed faith and Presbyterian polity.
5. Utilizing a variety of models for starting new churches and selecting the model that

is most appropriate to each situation.

1. Having clear steps in the development of various kinds of new church development

from their beginning to becoming an independent, financially self-supporting church.

1. Using clear established procedures for guiding, evaluating progress, and determining the long term viability of each new ministry or new church development.

16. Developing communication procedures so that the Presbytery as a whole and

neighboring churches are updated on a regular basis about the progress of each new

ministry or new church development.

17. Seeking to develop intentional strategies for supporting communities of faith in

different cultural contexts by listening to the needs of people and supporting designs

for ministry that will be effective in responding to those needs.

18. Offering flexibility in our relationships with racial ethnic and immigrant groups

This will include exploring appropriate criteria for measuring success, making mutually agreed upon commitments based on realistic expectations, and making appropriate commitments of people and financial resources.

19. Providing a four step process for immigrant groups to become affiliated with the

Presbyterian Church and, in some cases, to become chartered churches of the

Presbytery. This process is designed to give the group a chance to grow in

membership and in understanding and use of procedures followed by Presbyterian

churches. The steps are Worshipping Group, Mission/Fellowship, New Church

Development, and Chartered Church of the Presbytery.

20. Working with the Committee on Ministry of the Presbytery in relation to pastoral

leaders since the Committee on Ministry has

responsibility for oversight of ministers and commissioned lay pastors.

21. Assigning each New Church Development, Mission/Fellowship, and Worshipping

Group a liaison person from the NCD Sub-Committee to offer support and guidance

to the pastoral leader, to give reports to the NCD Sub-Committee on the status of the

group or congregation, and to foster a positive and growing relationship between

the group and the Presbytery.

CHAPTER 3

POSSIBLE STAGES OF NEW CHURCH DEVELOPMENTS

1. A **New Church Development Probe** in Central Florida Presbytery ordinarily meets

the following criteria:

a. A probe is a one year funding exploration of the need for a new church

development for a specific mission and ministry focus.

b. The purpose of the probe is to study the feasibility of a particular mission

design for a new church development.

c. The leader of the probe is ordinarily a paid staff person elected by a session

and/or by the Presbytery for a specific term.

d. The ministry plan for the probe is approved by the NCD Sub-Committee.

e. The probe may receive funding from one or more churches, the Presbytery,

and/or the Synod and General Assembly.

f. The leader of the probe may be a member of Central Florida Presbytery but is

not required to be a member. The leader will serve with the approval of the

Committee on Ministry.

2. A **Worshipping Group** of Central Florida Presbytery ordinarily meets these criteria:

a. May be a pre-existing group that seeks recognition by the Presbyterian Church.

b. May be a new ministry that is started by the session of a church in Central

Florida Presbytery that is led by an elder or a Commissioned Lay Pastor.

c. May be a new group started by a minister who moves into the area.

d. The leader is not called by the Presbytery and does not have to be Presbyterian.

It may be an ordained minister or a lay evangelist.

e. The leader meets with the Committee on Ministry before the Group is officially

recognized by the Presbytery.

f. The leader and the Group will have a formal agreement about compensation and

job description that will be approved by the NCD Sub-Committee and Committee on

Ministry

g.The group communicates monthly with the NCD Sub-Committee.

3. A **Mission/Fellowship** of Central Florida Presbytery ordinarily meets these criteria:

a. The fellowship may receive funding from PCUSA entities with the approval of

the NCD Sub-Committee.

b. Is led by an ordained minister or commissioned lay pastor or an indigenous

leader who is preparing to be an ordained minister or CLP with the permission

of the Committee on Ministry (G-11.0502h)

c. Intends to be a part of the Presbyterian Church (U.S.A.)

d. Has agreed to be supervised by the NCD Sub-Committee of the Presbytery in the process of becoming a PCUSA church.

e. Follows the Constitution of the PCUSA.

f. -Selects its own leaders, including both men and women.

g. Keeps minutes of its meetings, records of members, baptisms, funerals,

weddings, communion and accounts of all monies received and disbursed.

h. Is encouraged to contribute financially to Presbyterian Mission.

i. Submits monthly financial and activity reports and meets quarterly with

the NCD Sub-Committee with a up-to-date budget report.

j. Is a worshipping group of at least 50 adults that has met for at least a year.

k. Has a formal agreement between the pastoral leader and the

Mission/Fellowship about compensation and job description that has been

approved by the NCD Sub-Committee and the Committee on Ministry.

l. Has a pastoral leader who has met with and been approved by the Committee on

Ministry.

4. A **New Church Development** in Central Florida Presbytery ordinarily meets the

following criteria:

a. A pastor has been called by the Presbytery to be the Organizing Pastor of the

new church development or a commissioned lay pastor or other minister has

been approved by the Committee on Ministry and the Presbytery to fill this

role.

b. A strategy, measurable goals, and timeline have been prepared and approved by

the NCD Sub-Committee and Organizing Pastor.

c. The developing congregation may be receiving funds from the Presbytery,

Synod, General Assembly, and other churches. Some of the funds may come

through multi-year NCD Mission Program Grants from some of the above

governing bodies.

d. It makes monthly written reports about its finances and activities and quarterly

reports with an up-to-date budget report.

e. Representatives of the developing congregation meet with the NCD Sub- Committee at

least 4 times a year.

f. The new congregation is governed either by a Task Force appointed by the

NCD Sub-Committee or by a Steering Team of members of the new church

given authorization by the NCD Sub-Committee.

g. Baptisms, weddings, communion, receipt and transfer of members are held on

the New Church Development roll of Central Florida Presbytery.

h. Averages at least 75 adults in worship unless it is a brand new NCD started by

the Presbytery.

5. A **Chartered New Church Development** in Central Florida Presbytery ordinarily

meets the following criteria:

a. Organized as a Presbyterian Church (U.S.A.) congregation by the Presbytery in

a chartering service of worship.

b. Has been worshipping together for at least 6 months.

c. Has an average weekly worship attendance of at least 150.

d. Includes at least 150 active adult members and/or at least 80 giving units.

e. Led by an installed pastor or a Commissioned Lay Pastor

f. Has trained people serving as church officers.

g. Governed by a session elected by the congregation.

h. All members have completed a course of church membership covering the

basic elements of Christian discipleship and the history, beliefs, and

government of the Presbyterian Church.

i. A budget that shows a minimum of 10% given to Presbyterian Mission Support.

j. There are trained leaders for groups offering education for all members and

children.

k. A schedule has been negotiated with the Presbytery which shows when the

church will be financially self-supporting.

l. A systematic evangelism program has been adopted that has shown its

effectiveness.

m. The church has adopted a set of mission goals for its future.

n. Financial and activity reports are made to the NCD Sub-Committee 4 times a year.

o. The Church is receiving financial support from one or more of the following:

the Presbytery, the Synod, the General Assembly, or other churches.

# CHAPTER 4

SOME MODELS FOR NEW CHURCH DEVELOPMENT

There is no universally agreed upon list of names or descriptions for NCD Models, and sometimes there is a blend of several models.

1. **PARENT CHURCH.** A new church is started by a permanent core group of 50-200

members from an existing Presbyterian Church near the area designated for the new

church. The session of the parent church votes to invite members to join in the

Presbytery’s and the parent church’s decision to develop a new church. Sometimes

the parent church calls an associate pastor to gather and organize the core group

within the parent church until the group leaves to begin worship and ministry in the

new place. The associate pastor is chosen with the understanding that he or she will

leave to become the organizing pastor of the new church. Early in the process, it is

important for the Presbytery and the parent church to agree on the process for

selecting the organizing pastor, the funding expected from the parent church, and a

time-line for developing the new church.

1. **EVANGELIST.** A new church is started when the Presbytery calls the organizing

pastor to start a new church “from scratch” because there is no initial core group of

members already in place. This model is often used in new, planned communities

that spring up “overnight” in high growth areas. It has been nicknamed “a parachute

drop” because the organizing pastor seems to be dropped into an area without much

advance preparation being done before the pastor’s arrival.

1. **NEIGHBORING CHURCH.** A new church is started when an initial core group of

churched people from neighboring churches near the NCD ministry area are

commissioned by their congregations and the Presbytery. Usually this begins by

identifying members of neighboring Presbyterian churches who addresses are in the

zip code area of the proposed new ministry. These people are invited to a meeting to

explore the possibility of joining together to be the nucleus of a new church.

1. **SATELLITE OR MULTI-SITE CHURCH.** A strong, healthy church expands to

have worship and ministry at more than one location. All sites have the same

session, budget, staff, and administration. There is a potential that a satellite

site may eventually become a separate congregation but this is not usually the intent

at the beginning. Great variety is possible with this model. Other sites may have a

worship service that is like the one in the original building or one that is a different

style. The sermon may be preached by a different preacher or come to other sites by

satellite. Additional sites may be started because the worship and/or program space

on the main campus is filled, or sites may start in a new area to reach the people who

live there. Other sites may be used for a different kind of ministry altogether.

1. **TENTMAKER.** A new church is started by using an organizing pastor or a commissioned lay pastor who divides the hours of the week between two jobs:

(1) being a pastor/evangelist of a new church development, and (2) being employed in

a secular job.

1. **PROBE.** A probe is an one year exploratory, Presbytery-initiated investigation of

unchurched and churched population in a prospective NCD ministry area. The

objective is to determine the viability of starting a church in that area, and, if so, the

most appropriate model for the new church development. The probe is funded by

governing bodies and employs someone to do research who is not necessarily the

person who would become the organizing pastor.

1. **CELL.** There seem to be two possibilities for this model. In the first, a regional

Presbyterian church starts several cell groups in areas where some of its members

live. If the cell groups grow and multiply, they may become the nucleus of a new

church in that area. In the second, a new church is organized by having every

member of the developing church be a member of a small cell group that meets

regularly for Bible Study, fellowship, support, and prayer. Cell groups become the

organizing principle of the new church. All cell group members meet on Sunday for a

worship celebration.

1. **GEOGRAPHICAL.** This approach is site specific and focuses on the diverse needs of a particular geographical area. This mission, ministry, and vision of the new congregation are determined, in part, by who lives in the region. Such issues as visibility, access, affordability, zoning, availability of land, and traffic patterns determine the location of the new church. The new congregation is diverse in ages, family structures, and denominational background of its members. Singles, young families, single parents, and grandparents, teens and retirees all come together in worship and ministry. The model may be appropriate in many large planned communities.

9. **PURPOSE DRIVEN CHURCH.** The new church is started adapting from a

Presbyterian perspective the concepts and strategies of the Purpose Driven Church

originally described by Rick Warren in his book and used in developing the

Saddleback Church in California. From Jesus’ Great Commission and Great

Commandment come 5 purposes of the church: worship, fellowship, discipleship,

ministry, and mission. The new church’s vision, program, structure, and use of

financial resources are all determined by trying to accomplish the 5 purposes of the

church in a balanced way. The Purpose Driven Model can be used in conjunction

with many of the other models.

10. **GENERATIONAL CHURCH.** This model concentrates on people born during

particular years. Although a generational church may include people of all ages,

music and worship are planned to appear to a particular age group. Some

congregations might highlight ministry with retired people. The flow of this type of

ministry would reach out to those who have time and disposable income typical of

nearly retired persons. Programs might focus on discernment of spiritual gifts, health

issues, or ministries that bring people together in community. A new church that

focused on reaching Generation X (born 1961-1981) would have quite a different

style of worship and program from one trying to reach retired persons.

11. **MULTICULTURAL CHURCH.** This model seeks intentional to include people of

more than one racial ethnic or cultural group within a single congregation. The

congregation actively engages in a ministry of several different cultural styles and

expressions of the Christian faith. A ministry that is culturally inclusive not only

recognizes, utilizes, and celebrates such cultural gifts as art, music, and worship but

also works for diverse cultural representation on church boards and committees. It

also engages in programs of cultural understanding and education.

12. **MULTI-CONGREGATION.** With this model, several developing or existing

churches share the same space while having their own separate worship, program,

budget and organizational structure. It may include an Anglo congregation and/or

any number of racial ethnic congregations that use the same facilities at different

times. It is another kind of multicultural model but it is based on shared space rather

than shared life and ministry in one congregation. It would also be possible to have

congregations of distinct generations share facilities.

13. **RACIAL ETHNIC OR IMMIGRANT FELLOWSHIP** (sometimes referred to as a

Bible Study Fellowship). In this model, racial ethnic or immigrant people begin to

meet in homes for Bible Study, prayer, and worship or may do this in a church

building (or other meeting place.) Often a racial ethnic/immigrant group will meet in

the facility of an existing English speaking Presbyterian Church. The group may be

led by a pastor, a commissioned lay pastor, and/or one or more elders. This model

may have several different outcomes:

a. It may become a chartered church of the Presbytery.

1. It may become part of the host church as a special racial ethnic ministry with its

own worship and program in its own language or cultural style.

c. It may not grow very large and may continue as a fellowship for an extended

period of time.

14. **ADOPTION.** This model is often used where immigrant groups have foundations in

a historic Presbyterian presence in their homelands. A fellowship or congregation

begins without any assistance from a presbytery. They may have a pastor who has

been meeting with the fellowship, and sometimes the group has been worshipping for

several months or years before they seek a relationship with the PCUSA. Interest in

forming a Presbyterian new church development may be initiated by the fellowship,

the pastor, or the presbytery. A period of exploration and discussion about identity,

polity, and theology may precede any discussion of union or adoption.

CHAPTER 5

SITE SELECTION AND PURCHASE

Selecting sites for future churches should be a primary responsibility of the Church Development Committee in consultation with those who will provide leadership for the organization of a new church. The purchasing of sites will be done by the Board of Directors of the Presbytery, upon recommendation by the Church Development Committee.

In most cases, it will be the policy of the Presbytery to purchase church sites in advance of the development of an area, if this is possible. In carrying out this policy, the Church Development Committee will be guided by Mission and Goals of the Presbytery and will keep in touch with government planners, private developers, and regional planning groups.

In selecting sites the Church Development Committee should be “sensitive” when locating in an area already served by a congregation of the Reformed faith. The Committee will also attempt to take in to account the number and type of congregations in existence or planned for an area in an attempt to avoid “over-churching” an area.

The Committee, when the development strategy warrants, will purchase sites well in advance of plans to begin a new church in a targeted area. Ordinarily, the Committee will not purchase a site that is closer than four miles from another church in our Presbytery. The Committee will notify the Presbytery and nearby churches when it begins to search for a church site. They will also be informed when a site has been purchased.

The Church Development Committee will attempt to purchase a site of no fewer than five acres for each new church that is planned. .

In the selection and purchase of sites, the following steps will be followed:

1. The Church Development Committee will inform the Presbytery as to an area where it plans to “launch”

a new church and when it begins for search for property.

1. The Committee will recommend a specific site to the Board of Directors of the Presbytery, including the terms of the sale.
2. The Board of Directors of Central Florida Presbytery will take the necessary action to

purchase the site.

1. The purchase of the site and the terms of the purchase will be reported to the

Presbytery at its next meeting.

1. The same procedure as outlined in items 2-4 above will be followed if the Committee decides to sell a site that no longer fits its NCD strategy or if a portion of a site is not needed.

These guidelines will be followed in the selection and purchase of new church sites by Central Florida Presbytery:

1. If the Committee chooses to use a realtor, it will expect to pay a commission to

the realtor to represent its interests in the selection and purpose of property. In such cases a contract will be drawn specifying the commission to be paid and the responsibilities of the realtor.

1. In selecting a site, the Committee will give special attention to several criteria. The site:
2. is on or very near a main traffic artery
3. is a square or a rectangle approaching a square in shape
4. has good visibility and needs minimum site work to be usable
5. All purchases of sites will be subject to the following conditions:

a. zoning to permit a church to be placed on the site

1. soil borings that indicated that the land will support a church building
2. a clear title
3. no penalty for prepayment of mortgage
4. an environmental audit
5. availability of or assurances that provisions can be made for necessary utilities
6. attempts will be made to secure assurances regarding any future expansion of rights of way adjacent to the site and regarding the availability of ingress to and egress from the site
7. When a NCD is started before a site is purchased, the selection and negotiation for the purchase of a site may be turned over to the Task Force appointed by the NCD Sub-Committee to begin the NCD.
8. In all site purchases, the site selected must have the approval of the Church Development Committee, and the purchase can only be made by the Board of Directors of Central Florida Presbytery, upon recommendation of the Committee.

## CHAPTER 6

OUTLINE OF THE PROCESS FOLLOWED BY THE PRESBYTERY AS IT STARTS A NEW CHURCH

1. In response to demographic growth and/or an identified need, the Church Development Committee

decides to start a new church in a particular place.

1. Representatives of the Committee meet with pastors of churches near the area identified for the

new church and in many cases all of the pastors in the county where the new

church is to be located. The purpose of the meeting is to share the need for a new

church and invite neighboring churches to be sponsoring or supporting churches.

1. The NCD Sub-Committee appoints a Task Force of pastors and church leaders in or near

the target area to begin detailed planning for the new church. Tasks include

preparing a mission design, goals, a funding plan, and a formal NCD Grant

Proposal. It may also include exploring possible places where the NCD can

worship and doing research about potential church sites.

1. An Organizing Pastor Search Committee is appointed, and it follows normal

Presbytery procedures in searching for and selecting the Organizing Pastor. The

Search Committee may be the same as the Task Force or may include some

members of the Task Force.

1. The Organizing Pastor arrives on the field, explores the target area for the new

church, and recommends to the Task Force and NCD Sub-Committee revisions

and additions to the mission design, core values, ministry goals, strategy and timeline for the new church. The Task Force continues to be the major decision-

making group working with the Organizing Pastor in developing the new church.

The Organizing Pastor makes regular reports to the Task Force and NCD Sub- Committee and meets with the NCD Sub-Committee at least quarterly.

1. The Organizing Pastor begins to prepare for the formal launch of weekly worship.

Some of the tasks are gathering a core group, starting small Bible study groups,

training leaders, developing key ministry systems and leaders, finding a worship

site, and developing a marketing plan for the launch.

1. The new church is publicly launched with one or more worship services as well as

supporting ministries (education, fellowship, procedures for following up with

guests, etc.)

1. The Organizing Pastor begins to offer training to members and potential leaders

about Presbyterian beliefs and government. Other things emphasized at this point

include developing outreach ministry, incorporating new people, equipping

people for ministry in the church and community, and emphasizing stewardship.

During this period, the Organizing Pastor identifies people who are strong

supporters of the vision for the NCD and would be good initial leaders.

1. When the Organizing Pastor has identified 5-7 leaders for a Steering Team, he/she

asks the NCD Sub-Committee to transfer decision-making authority to the SteeringTeam until the NCD is chartered and elects a session. When this is done,

the Task Force is dissolved, and the Organizing Pastor and session continue in

relationship with the NCD Sub-Committee and makes reports to the Sub- Committee.

1. The Organizing Pastor and Steering Team of the NCD lead the congregation in

meeting the Presbytery requirements for chartering as a PCUSA church. When

the requirements are met, the Organizing Pastor and Steering Team present a

charter list of members and a request to be chartered by the Presbytery. The

Presbytery holds a special worship service to charter the new church. If the new

church is still receiving outside financial support, it continues under the

supervision of the NCD Sub-Committee and makes periodic reports of its

activities,finances, and overall progress.

1. The new church continues to carry out strategies promoting growth in its

membership and ministry. These include outreach, adding staff, discipling new

Christians, etc. It may include making plans for its first building, conducting a

building campaign, and constructing the building.

1. When the new church becomes financial self-supporting, its supervision by the

NCD Sub-Committee ends.

## CHAPTER 7

DETAILS OF THE DEVELOPMENT OF A NEW CHURCH FROM THE BEGINNING TO THE TIME OF CHARTER BY THE PRESBYTERY

The development of a new congregation from its beginning until its chartering as a church shall normally be under the supervision of the New Church Development Sub-Committee. The NCD Sub-Committee shall inform the Presbytery periodically of its priority locations for starting new churches. The process of developing a new church will usually follow these steps:

1. In response to demographic growth and/or an identified need, the NCD Sub-Committee decides to start a new church in a particular area in consultation with the Planning and Visioning Sub-Committee .
2. The Church Development Committee or its representatives and staff meets with pastors of churches near the area identified for the new church and in many cases with all of the pastors in the county where the new church is to be located. The purpose of the meeting is to share the need for a new church and to invite neighboring churches to be sponsoring or supporting churches for the NCD project. Representatives of the Committee may also meet with the sessions of churches closest to the location of the new church. Neighboring churches will be requested to commit themselves to be either a “sponsoring church” or a “supporting church.” Normally, a NCD will have only one sponsoring church. It may have several supporting churches.

### SPONSORING AND SUPPORTING CHURCHES

**A Sponsoring Church** will help in the beginning of a new congregation in some or

all of the following ways:

1. Sending a group of their members to be part of the new congregation.
2. Giving regular and significant financial support to the budget of the NCD over a period of several years.
3. Assisting with the purchase of the site for the new congregation.
4. Encouraging their members who live in the area of the NCD to join in the work of the NCD and become members of the new congregation.
5. Doing any of the things that a Supporting Church may do (see below).

**A Supporting Church** will help in the beginning of a new congregation in some or

all of the following ways:

1. Contributing financially to the budget of the NCD when it is started.
2. “Loaning” the NCD some members who will serve as leaders during the period when the program of the new church is being developed.
3. Offering secretarial help to the NCD.
4. Contributing materials and equipment to the NCD.
5. Providing the NCD with the names of people who live in the area who might be prospective members.
6. Assisting in a community survey or in the distribution of literature in the area of the NCD.
7. Providing people to serve on the NCD Task Force that has certain responsibilities during the initial months of the new church.
8. The NCD Sub-Committee appoints a Task Force of pastors and church leaders in the target

area to begin the detailed planning for the new church. Tasks include preparing a

mission design, goals, a funding plan, and a formal NCD Grant Proposal. It may also

include exploring possible places where the NCD can worship and doing research

about potential church sites.

### NCD TASK FORCE JOB DESCRIPTION

A New Church Development Task Force will be made up of at least one member of the NCD Sub-Committee, several members from the nearest Presbyterian Church(es) and some persons who will become members of the new congregation to be organized if

they are available. The Task Force will have the following responsibilities:

1. Guide and oversee the planning and development of the new church until an Organizing Pastor is called and a Steering Team is appointed.
2. Act as liaison (through the chairperson or designee) with the NCD Sub-Committee.
3. Until the Organizing Pastor begins his/her work, it may have all of the following responsibilities in regard to initiating the new church:
4. Arranging for a survey of the area
5. Working with sponsoring or supporting church(es) to secure maximum support for the new church, e.g. clerical help, equipment and facilities, prayers, finances and creating an initial core group.
6. Select and recommend a site to the New Church Development Sub-Committee.
7. Prepare and recommend a Preliminary Mission Design, goals, a funding plan, and Pastor Profile to the NCD Sub-Committee.
8. Act as a Search Committee to recommend to the NCD Sub-Committee the call of an Organizing Pastor and work with the Committee on Ministry in the examination of the candidate and the presentation of the call.
9. Prepare a budget for NCD, disburse funds as approved by the Task Force and NCD Sub-Committee.
10. Begin to search for a temporary meeting place for the new church.
11. After the Organizing Pastor begins work, the Task Force will:
12. Over a period of time, assist the Organizing Pastor in selecting

people to serve as a Steering Team from those who will become members of the new church.

1. Be sure that the Organizing Pastor and the Steering Team

understand the policies and procedures of the Presbytery’s *Manual for Launching New Churches*.

1. Approve or bring to the NCD Sub-Committee for approval any decision about

hiring staff or signing any contract for equipment or leasing of space.

1. Make a final report, turn over all records to the New Church

Development Sub-Committee and disband after the Organizing Pastor arrives

and a Steering Team is formed.

1. Work with the Organizing Pastor and function as the primary decision making body for the NCD until the Steering Team is appointed.

After the Steering Team is formed, the NCD Sub-Committee becomes the supervising body for the NCD until the new church is chartered and self-supporting.

1. Ordinarily the NCD will not begin meeting together for worship until the Organizing Pastor has been called and has moved to the area.
2. The New Church Development Sub-Committee will appoint an Organizing Pastor Search

Committee, and it will follow normal Presbytery procedures in searching for and

selecting the Organizing Pastor for the new church. The Search Committee may be

the same as the Task Force or may includes some its members. The NCD Sub-Committee

will provide special training for the Search Committee about new church

development in general and about the typical profile of a NCD Pastor, including skills

and personality characteristics. (See appendix for the Profile of an Organizing

Pastor) The Search Committee will recommend its candidate for Organizing Pastor

to the NCD Sub-Committee. The Sub-Committee will recommend the Organizing Pastor to the

Committee on Ministry and Presbytery for approval of the call.

#### THE ORGANIZING PASTOR SEARCH COMMITTEE

In carrying out its duties, the Search Committee will normally use this process:

1. The Search Committee will comply with all of the rules and policies of the

Committee on Ministry and the Book of Order, section G-14.0500, relating to the

calling of Pastors.

1. Work with the New Church Development Sub-Committee to prepare a Church Mission

Design and a Pastor Profile and submit them to the NCD Sub-Committee with the completed Church Information Form. The Church Mission Design may have already been completed if there is an Application for a NCD Mission Program Grant.

1. Seek candidates to be considered by the Search Committee. This search may include listing the position with GA Personnel Services, asking General Assembly staff and seminaries for recommendations, advertising the position in church publications, and asking members of Presbytery for suggestions.
2. When all of these Personal Information Forms (PIFs) have been received, the Search Committee will select the top choices for further follow-up. This could be as many as 10. The Committee gathers additional information about the top candidates through telephone interviews, reviewing videos/DVDs of sermons and worship services, and contacting references. Regardless of how attractive a candidate may appear, the Committee must do very thorough checking of references. At the point that the Search Committee requests a DVD of a sermon, it should be sure that the candidate has a copy of the Church Information Form. Before any interviews are scheduled, the Executive Presbyter must be asked to do an EP reference check on each of the final 2-3 candidates to gain information from that minister’s current presbytery regarding their status, gifts and potential for NCD ministry as known by the EP and or COM chair in their presbyteries of membership.
3. After all of this has been done, the Search Committee will choose 2 or 3 top candidates to be brought to the targeted NCD sight for an interview in person. (Prior to the interview with the candidates, they should be sent the Presbytery’s *Manual for Launching New Churches*, the Organizing Pastor Job Description, a copy of the Grant Application and any relevant material about the community in which the new congregation will be organized.) The visits by a candidate will include an interview, acquainting the candidate with the community where the new church will be located, the call process, and the terms of call that can be issued by the Presbytery. During this process, the candidate will be given a copy of the Mission Program Grant Application which includes the goals established for the new church. The candidate would agree with the NCD project goals or all parties involved would agree to changes. There will be a conversation about what will happen if the development of the new church does not go well. Criteria will be shared that would trigger a decision to end the project as well as the process that would be followed if this were to occur.
4. After the interviews with the candidates, the Search Committee will select the person they want to recommend to the New Church Development Sub-Committee to be called as the Organizing Pastor. It is hoped that the Search Committee will be able to reach a unanimous decision.
5. The New Church Development Sub-Committee will ask the Committee on Ministry to interview the candidate and approve the candidate for recommendation to the Presbytery. The Presbytery will then act on the recommendation of the Committee on Ministry that the candidate be called. When this action is taken by the Presbytery, the person will be commissioned as the Organizing Pastor of the new church.

##### THE ORGANIZING PASTOR JOB DESCRIPTION

The basic task for the Organizing Pastor is to gather at least 150 active/confirmed members, to prepare them to become an chartered congregation, and to accept their call to become the first installed Pastor of the new Church.

In carrying out this task, the Organizing Pastor will be responsible to do the work of a Pastor described by the Book of Order, section G-6.0202. However, in exercising the duties of a Pastor, she or he will give special emphasis to evangelism and recruiting new members, development of the group as a unified body of Christians, organization of committees or teams and the development of leaders, planning and developing a sense of mission, stewardship, and the creation of a group that is warm and open and seeks and welcomes new people.

Specifically, the Organizing Pastor will be responsible to lead the group to organization as soon as feasible, following the Presbytery NCD Manual which gives the Requirements for Organization of a Congregation in Central Florida Presbytery (See page 20).

In the exercise of his/her office, the Organizing Pastor will be directed and supported by the following structure, groups, and individuals:

1. The NCD Manual of Central Florida Presbytery
2. The Task Force appointed by the New Church Development Sub-Committee of the Presbytery to work with each NCD until a Steering Team is appointed.
3. The NCD Sub-Committee that will relate to the NCD Organizing Pastor and the Steering Team. The Organizing Pastor will report to and meet with the NCD Sub-Committee at least quarterly until the congregation is chartered by the Presbytery and until the new church is self-supporting.
4. If there is a Sponsoring or Supporting Church, it will provide assistance as negotiated in each situation.
5. A NCD Sub-Committee “liaison person” will be appointed to be the official communication link between the Sub-Committee and the Organizing Pastor and

NCD ministry. (See item 8 on p. 30)

1. Normally, the NCD Sub-Committee will provide and pay for a coach for at least the

first year of each NCD that is initiated by the Presbytery. The task of the

coach is to consult with the Organizing Pastor and provide accountability for

achieving the goals of the NCD project. It will not be a Sub-Committee member.

1. The NCD Sub-Committee will encourage each Organizing Pastor to find a mentor

who can provide him/her with ongoing personal support.

The Presbytery will hold a Service commissioning her/him as Organizing Pastor of the new church at the meeting of the Presbytery when she/he is received in membership.

1. The Organizing Pastor arrives on the field and begins work on a number of tasks that will develop the new church and ensure its growth. They include the following:
2. Getting acquainted with the community and its leaders.
3. Recommending to the Task Force and NCD Sub-Committee revisions and additions to the original mission design, core values, ministry goals, strategy and timeline for the new church.
4. Gathering a core group of people and starting small Bible study groups.
5. Preparing for the launch of weekly worship service by training leaders, developing key ministry systems and leaders, finding a worship site, and developing a marketing plan.
6. Launching weekly worship services and supporting ministries of education, fellowship, following up with guests, etc.
7. Training members and potential leaders about the Presbyterian Church.
8. Identifying future officers and possible Steering Team members.
9. When the Organizing Pastor has identified 5-7 leaders for a Steering Team, he/she

asks the Task Force appointed by the NCD Sub-Committee to appoint the Steering Team as

the official decision making body for the new church until the time of organization.

The Steering Team members are people who will become members of the new

congregation. It may be expanded as the work progresses and the Organizing Pastor

identifies leaders and more members are needed. The Task Force votes to appoint the

Steering Team and to transfer decision-making authority from the Presbytery Task

Force to the Steering Team of the new church.

### THE WORK OF THE STEERING TEAM

The Steering Team will have many of the duties of a Session in an organized church,

even though the members are not elected by the congregation or ordained or installed

in office. The Steering Team will meet regularly, at least once a month, and at other

times when called to meet by the Organizing Pastor. It will be organized in much the

same way as a Session. Accurate minutes of the meetings shall be kept. Specifically,

the Steering Team will be responsible to work with the Organizing Pastor toward the

gathering and developing of the new church by:

1. Planning the program of the new church.
2. Recruiting and training members for the new church.
3. Identifying and developing leadership.
4. Managing the finances of the NCD.
5. Developing a Mission Statement for/with the congregation, based on the statement initially developed by the Task Force during the Search for the pastor and modified after the arrival of the Organizing Pastor.
6. Developing the stewardship of the new church in all areas.
7. Making requests and recommendations to the NCD Sub-Committee as needed.
8. Publicizing the new church in the community.
9. Working in other areas related to the new church, such as providing for a meeting place, securing a site, making plans for building, surveying the area to be served by the new congregation. (Some of these tasks will already be completed before the Steering Team is appointed.)
10. Working with the Organizing Pastor to request that the Presbytery organize the NCD as a Congregation of the Presbyterian Church (U.S.A.) on a specific date. This request should be submitted to the NCD Sub-Committee in written form when all of the requirements for organization have been met. After this request is submitted, a consultation will occur between the NCD Sub-Committee, the Organizing Pastor, and the Steering Team.
11. When the Steering Team and Organizing Pastor officially request that the new

church development be chartered as a PCUSA Church, the NCD Sub-Committee will

conduct an audit of the NCD’s accomplishments in relation to the Requirements for

Chartering. If all criteria have been met, the NCD Sub-Committee will recommend

to Presbytery that the congregation be chartered. If approved, the Presbytery will

appoint an Administrative Commission to charter the congregation, oversee the

election of officers, and act to ordain and/or install them in office. If appropriate, the

Commission will also supervise the election and installation of the Pastor.

###### THE REQUIREMENTS FOR CHARTERING OF A CONGREGATION IN CENTRAL FLORIDA PRESBYTERY

Since the Presbytery desires to organize congregations that show promise of becoming strong, viable Christian communities, it will ordinarily organize only those that meet the following standards:

A. The group shall have been worshiping together for at least six months, with an

average weekly attendance of at least 150.

1. A petition asking that they be chartered as a Presbyterian Church with the

signatures of at least 150 active adult members and/or representing 80 giving

units.

1. The Organizing Pastor will have trained persons to serve as church officers.
2. All prospective members should complete a course of study for church membership taught by the Organizing Pastor consisting of the basic elements of Christian discipleship and the study of the history, beliefs, and government of the Presbyterian Church.
3. A proposed annual budget has been adopted that shows a minimum of 10% of the operating budget (without mortgage) is devoted to the denominational Unified Mission Giving.
4. There are trained leaders for groups offering education to all members and children.
5. A schedule has been negotiated with the Presbytery which shows when the new church will reach self-supporting status.
6. A systematic evangelism program has been adopted that had demonstrated its effectiveness.
7. The church has adopted an acceptable set of mission goals for its future.

INCORPORATION OF NEW CONGREGATIONS

Soon after the congregations is chartered, it should incorporate as a non-profit corporation under the laws of the State of Florida and in accordance with the Book of Order, section G-7.0401. This means submitting a request for incorporation with the Secretary of State. A copy of the Charter and Bylaws of Incorporation must be submitted and approved by the state. The Presbytery has a standard form for the Charter and Bylaws that can be used as a model.

At the time of incorporation, the congregation will elect a board of Trustees in accordance with the Charter and the Book of Order, section G-7.0401. The congregation may elect active members to serve as Trustees, or, as the Book of Order suggests, may designate all or some of the members of the session to be the Trustees.

Incorporation is important and should be done as soon as the congregations is organized so that corporate officers will be available to do such things as it states in the Book of Order, section G-7.0402:

1. Sign contracts entered into for the building of a church facility by the congregation/corporation.
2. Sign mortgages.
3. Apply for loans.
4. Hold title to property.
5. Enter into any sort of legally binding contract.

All of this is subject to the authority of the session and under the Constitution of the Presbyterian Church (U.S.A.)

# CHAPTER 8

NEW CHURCHES:

FROM CHARTERING TO SELF-SUPPORT

After a new congregation is chartered, it will continue under the supervision of the New Church Development Sub-Committee until it becomes a self-supporting congregation (i.e. receives no financial aid from another church, the Presbytery, Synod or General Assembly). This supervision shall include the following:

1. Submitting quarterly reports of activities and finances.
2. Each quarter the pastor and other leader(s) will meet with the NCD Sub-Committee to present this written report, make an oral report, and generally discuss the work of the church with the Sub-Committee and share any concerns or problems.
3. Fnancial aid to the new churches will be negotiated each year based on the needs of the church and the resources of the Presbytery. However, it is understood that this aid will be based on a plan that will normally lead to the church becoming self-supporting within five to seven years of the time the funding for the new church began.
4. The NCD Sub-Committee will apply for Synod and General Assembly Program grants to help fund the church and will assist the church with the Annual Progress Report to be submitted to these governing bodies.
5. The Session of the church will prepare goals that will be shared with the NCD Sub-Committee, and the reports to the Sub-Committee will include a report of progress being made toward these goals.
6. If a church will occupy space different from the space in which it grew as an NCD, plans for the new space will be made by a committee elected by the congregation, but its plans for financing, design, and construction will be presented to the Presbytery’s Property Committee in consultation with the NCD Sub-Committee for its review as they progress.
7. The NCD Sub-Committee will be particularly interested in the following things related to the development of the congregation: program development, membership growth, leadership development, stewardship and financial management and the building program.
8. Each new congregation will be expected to budget for the denominational Unified Mission Giving at least 10% of the total Program Budget.

CHAPTER 9

PROCESS FOR AN EXISTING WORSHIPPING GROUP TO BECOME A NEW CHURCH DEVELOPMENT

1. A pastor or lay leader decides to gather a group and asks for meeting space in a

PCUSA church, or a church of the Presbytery may start a new outreach ministry in a

new location and send an elder and other church members to start this new ministry.

2. This group begins to meet under the leadership of the pastor or lay leader. The group

has one or more of these ministries: Bible study, fellowship, service activities,

worship.

3. The Worshipping Group or host church or Presbytery initiates a conversation about

a more formal relationship between the Group and the Presbytery. The Worshipping

Group expresses a desire to become affiliated with the PCUSA.

1. The pastor or lay leader and the Worshipping Group agree to follow certain steps to

become a Mission/Fellowship and perhaps a New Church Development and

eventually a chartered PCUSA church.

1. When the Worshipping Group meets certain criteria, it requests that the Presbytery

formally receive it as a Mission/Fellowship of the Presbytery.

6. When the group is officially recognized as a Mission/Fellowship of the Presbytery, it

becomes eligible for some one time assistance from the General Assembly and

perhaps from the Presbytery. The Mission/Fellowship agrees to make monthly reports

to the NCD Sub-Committee about its finances, activities and general progress.

7. When the Mission/Fellowship meets certain criteria, it may request that the Presbytery

formally grant the status of New Church Development of the Presbytery.

8. As a New Church Development, the congregation becomes eligible to apply for a New

Church Development Grant from the Presbytery, Synod and General Assembly. It

continues to make monthly and quarterly reports to the NCD Sub-Committee about its

finances, activities, and progress and follows procedures used by all New Church

Developments.

STEP ONE: WORSHIPPING GROUP

Existing groups may approach the Presbytery with an interest in exploring what it means to begin a process of affiliation with the Presbyterian Church by registering with the Presbytery as a new (self-forming) Worshipping Group. The purpose of this step is to provide support and encouragement for the group and its leaders and to give guidance in its growth and development and in its understanding of the Presbyterian Church. The group will also receive guidance on how to prepare for the move to Step Two. Such a group will be accepted through a vote of the Presbytery and be recognized as a Worshipping Group. The group may also be a new ministry started by a session of a church in Central Florida Presbytery.

1. The leader may be a minister, a lay pastor, an elder or a missionary evangelist.

2. The leader is not called by the Presbytery and does not have to be Presbyterian.

3. The pastoral leader will meet with the Committee on Ministry before the group is

recognized by the Presbytery.

4. An agreement between the pastoral leader and the Worshipping Group will be

approved by the NCD Sub-Committee and the Committee on Ministry. It will include

financial compensation and a job description.

5. The pastoral leader will continue to gather a group for Bible study, worship, and

fellowship.

6. The group may have a leadership group that assists the pastoral leader in making plans

and decisions for the group.

7. The group communicates monthly and quarterly with the NCD Sub-Committee.

STEP TWO: MISSION/FELLOWSHIP

A Worshipping Group that desires to continue the process of becoming a Presbyterian Church (U.S.A.) congregation may request to become a Mission/Fellowship of the Presbytery when it has been worshipping for at least a year and has an average worshipping attendance of at least 50 adults. The pastoral leader and lay leaders of the Worshipping Group agree to follow these procedures in the congregation:

1. The pastoral leader is an ordained minister or commissioned lay pastor or an

indigenous leader who is preparing to be an ordained Presbyterian minister or CLP. If

the Worshipping Group does not have such a leader, it shall seek the Presbytery’s

assistance in finding one. The pastoral leader will be approved by the Committee on

Ministry. An agreement about compensation and job description will also be

approved by the NCD Sub-Committee and the Committee on Ministry.

1. It intends to be a part of the Presbyterian Church (U.S.A.)
2. It agrees to be supervised by the NCD Sub-Committee of the Presbytery in the process of becoming a PCUSA church.
3. Has received education in Presbyterian polity and Reformed beliefs.
4. It follows the constitution of the PCUSA.
5. It selects its own leaders, including both men and women.
6. It keeps minutes of its meetings, records of members, baptisms, funerals, weddings, communion, and accounts of all monies received and disbursed.
7. It is encouraged to contribute financially to Presbyterian Mission.
8. It submits monthly financial and activity reports and meets with the NCD Sub-Committee quarterly with an up-to-date budget report.
9. Demonstrates through budget and budget projections that the group is able to pay its pastoral leadership either as a full-time pastor or as a part-time “tentmaker” pastor.

The Presbytery shall recognize formally both the role of the ordained or lay leader and the existence and ministry of the Mission/Fellowship.

STEP THREE: NEW CHURCH DEVELOPMENT

A Mission/Fellowship may bring a written request to become a New Church Development to the NCD Sub-Committee when it meets the following criteria:

1. It averages at least 75 adults in worship.

1. It has already successfully completed the requirements of Step 2.
2. It has been a Mission/Fellowship for at least 6 months.
3. It has viable budget plan to be self-supporting in 5-7 years.
4. It has agreed with the NCD Sub-Committee on membership goals judged to be sufficient to maintain a viable, year-round programs of worship, education, and service.
5. It has stated mission goals and a timeline for its growth and development as a congregation.
6. It is able to support a full-time pastor or has developed plans to reach this goal. It may also choose to become a NCD or a church with a part-time pastor.
7. It has called or is prepared to call an Organizing Pastor or Commissioned Lay Pastor or the Presbytery has approved another minister to fill this role.
8. It agrees to follow the Presbytery’s procedures for its New Church Developments.

As it requests to become a New Church Development, a Mission/Fellowship may also request assistance in preparing a NCD Mission Program Grant application to get financial assistance for its continuing growth and development. The Presbytery will celebrate the progress of the Mission/Fellowship and give recognition for its new status as a New Church Development.

PASTORAL LEADERSHIP

IN IMMIGRANT AND RACIAL ETHNIC MINISTRIES

If an Immigrant or Racial Ethnic Group does not already have a pastor or a commissioned lay pastor, one of its responsibilities is to find one and form a covenant with him/her through a contract or call. She or he shall be selected on the basis of having the necessary vision and skills, both in new church gathering and organization and the capacity to identify with and relate to the people in the developing congregation. This person shall exercise pastoral care of the congregation, preach and administer the sacraments and conduct regular worship, as well as organize the group to be of service in the community and participate in the Presbytery. The Presbytery’s Committee on Ministry oversees the contracting or calling of pastors already ordained and oversees commissioned lay pastors and others.

Until a pastor or commissioned lay pastor is approved for the Worshipping Group or Mission/Fellowship, the NCD Sub-Committee will oversee the authority to administer the sacraments on behalf of the Presbytery or find an existing congregation with which to partner in regard to the administration of the sacraments. If the group has an indigenous leader who is not ordained or commissioned, then the leader and group shall work with the Presbytery and the Committee on Ministry to move the person toward ordination or commissioning in a manner consistent with the Book of Order and the policies of the Committee on Ministry in a timely manner.

The Presbytery shall recognize the role of the ordained or lay leader of the Worshipping Group or Mission/Fellowship. The pastoral leader of a New Church Development coming from a Mission/Fellowship will be subject to the process of review of the Committee on Ministry and the requirements for ordination, transfer, and installation of all Presbyterian Church (U.S.A.) ministers or Commissioned Lay Pastors.

## CHAPTER 10

FINANCING NCD MINISTRIES

IN CENTRAL FLORIDA PRESBYTERY

Normally, the Presbytery will provide for the financial support of new congregations in these ways:

1. Whenever possible the Presbytery will purchase a site for the congregation with

debt service being carried by the Presbytery. This will depend on the size of the

property, the cost per acre, and the funds available.

1. Making monthly payments to support the pastor and program of a new church

development and a newly chartered congregation in a decreasing amount each year for up to five years. These monthly payments will be made according

to a budget approved by the Presbytery and will be made to the Task Force or

Steering Committee or to the Treasurer of the congregation. These funds will be

spent according to a budget for the NCD or congregation that has been approved

by the NCD Sub-Committee.

1. The Presbytery will attempt to secure NCD Program Grants for its new church

developments from the Synod and General Assembly.

1. The Presbytery Staff, NCD Sub-Committee, and Stewardship Committee will work cooperatively to develop funding partnerships for new churches with other nearby churches of the Presbytery. They will invite these churches to contribute local mission funds to the initial support of new churches.
2. The NCD Sub-Committee will assist each chartered new church in securing a loan for its first building. It will be the policy of the Presbytery to guarantee that are

negotiated by congregations with the Presbyterian Investment and Loan Program

or commercial loans from local banks. Loan applications will be recommended

to the Board of Directors of the Presbytery after receiving approval by the

Property Committee.

1. The NCD Sub-Committee will assist newly forming Racial Ethnic and Immigrant

Missions/Fellowships in getting initial start-up funding from General Assembly

Racial Ethnic Enhancement Offices.

1. The NCD Sub-Committee will be open to requests for financial assistance from

Worshipping Groups and Missions/Fellowships depending on the need and the

reaching of growth goals agreed upon by the group and the NCD Sub-Committee.

1. A New Church Development will be required to submit a monthly financial and activity report to the NCD Sub-Committee and meet quarterly with the Sub-Committee and bring an up-to-date budget. A chartered new church will be required to submit a quarterly financial and activity report to the NCD Sub-Committee until it becomes self-supporting and meet with the Sub-Committee quarterly.
2. If a Worshipping Group or Mission/Fellowship has received authorization from

the Presbytery to open a bank account and/or it is receiving financial support from

other churches, the Presbytery or the General Assembly, it will be required to

submit monthly financial and activity reports to the NCD Sub-Committee. It will

meet quarterly with the NCD Sub-Committee and submit up-to-date budget reports.

1. Liability insurance will normally be provided by each type of new church

development ministry in the following way:

A. When a Worshipping Group begins to meet in a church of Central

Florida Presbytery, either the host church or the sponsoring church

will be asked to carry liability insurance for the group on its policy.

1. When a Worshipping Group or Mission/Fellowship has a formal relationship with the Presbytery and receives authorization to open a bank account under the Presbytery’s Federal Employer ID number, the Presbytery will carry liability insurance for the group on its policy.
2. When a Worshipping Group or Mission/Fellowship gets it own Federal Employer ID number, it will also get its own liability insurance.
3. A New Church Development of Central Florida Presbytery will get its

own liability insurance at least by the time it begins to have weekly

worship services.

1. The NCD Sub-Committee will seek to project financial needs for new church development for at least 5 years. Based on these projections, the Sub-Committee will work with the Stewardship and Interpretation Committee for these funds and propose ways to meet these funding needs.

CHAPTER 11

SUPERVISION AND EVALUATION OF NCD MINISTRIES

I. Reports

1. Every NCD will turn in a financial and activity report every month and will report in

person to the NCD Sub-Committee at least quarterly with an up-to-date budget.

(These reports will be used to prepare a progress report of each NCD for many of the

quarterly meetings of the Presbytery.)

2. Every Mission/Fellowship and Worshipping Group will submit a monthly report about

its finances and activities and the number of people involved in its ministries.

Quarterly each will report in person to the NCD Sub-Committee and bring an up-to-

date budget report.

3. Every NCD, Mission/Fellowship, or Worshipping Group that is receiving financial

support from the Presbytery and/or General Assembly will turn in a financial and

activity report for the preceding month by the 15th of each month. The report will

include income and activities (weekly offering and attendance). Quarterly, an

up-to-date income and expense statement will be submitted.

4. NCDs receiving Mission Program Grant Funds from Synod and/or General Assembly

will submit the Annual Progress Report by August 1st of each year.

5. The pastoral leader of each NCD, Mission/Fellowship, and Worshipping Group will

meet with the NCD Sub-Committee quarterly.

II. Communication

The NCD Sub-Committee will develop communication procedures so that the Presbytery as a whole and neighboring churches in particular are updated on a regular basis about the plans for and the progress of each new ministry or new church development.

1. The Church Development Committee shall inform the Presbytery periodically of its priority locations for starting new churches.
2. The Church Development Committee or its representatives and staff will meet with the pastors of churches near the area identified for a new church and in many cases with all of the pastors in the county where the new church is to be located. The purpose of the meeting will be to share the need for a new church and to invite neighboring churches to be partner or sponsoring churches for the NCD project.
3. The NCD Sub-Committee will include a written summary about the progress of each NCD at most meetings of the Presbytery. At least annually, the report will include how the new congregation is doing in relation to the benchmarks or goals established for the project.
4. The NCD Sub-Committee will provide a written report about each Mission/Fellowship and Worshipping Group to the Presbytery at least once a year.
5. Copies of the activity reports of each NCD, Mission/Fellowship, and Worshipping Group will be sent to their Parent Church, Host Church, or to churches giving financial support to a particular NCD ministry.
6. The NCD Sub-Committee will appoint one of its members to be the liaison person of the Sub-Committee to each of the NCD ministries of the Presbytery. This person will be the official communication link between the Sub-Committee and the ministry. When appropriate, the Sub-Committee may ask someone else to fill this role.
7. The NCD Sub-Committee liaison person will have the following responsibilities:

A. Serve as the primary contact person with the pastor or lay leader of the NCD

ministry.

B. Telephone or meet with the ministry leader at least once a month

C. If there is a NCD Task Force, contact the chairperson bi-monthly.

D. If there is a Steering Team of the NCD, make contact every 6 months.

E. When a chartered NCD has a session, visit the session every 6 months.

F. Attend worship services and other programs of the NCD whenever possible.

(Presbytery staff may provide pulpit supply or pay for pulpit supply up to

twice a year if needed.)

G. Pray for the ministry.

H. Report to the NCD Sub-Committee about the ministry on a regular basis.

I. Assure that the required financial and activity reports are turned in to the

Presbytery Office in a timely way.

III. Guidelines for Ministry Evaluation and Benchmarks of Growth

A. PRESBYTERY-INITIATED NEW CHURCH DEVELOPMENTS

1. Presbytery-initiated NCD projects will include first level objectives and numerical

goals for worship attendance, participation in education/small groups, and financial

contributions for the initial 18 months of the project. (These are normally included

in any NCD Mission Program Grant Application.)

2. When the Presbytery calls an Organizing Pastor to start a new ministry, the Search

Committee, the NCD Sub-Committee, and the candidate will review the goals of the

project given in the Mission Program Grant. The Organizing Pastor candidate will

accept these project goals or the parties involved will agree on modified goals. Also,

at this time, there will be a conversation about what will happen if the development of

the new church does not go well. Criteria will be shared that would trigger a decision

to end the project as well as the process that would be followed if this were to occur.

3. When the Organizing Pastor has been on the field for 6 months, the NCD project goals

will be reviewed again and reaffirmed or modified as needed.

4. At the end of level one when the NCD Annual Progress Report is submitted

by the NCD Pastor and discussed with the NCD Sub-Committee, the 18 month

objectives will be reviewed and objectives for the following grant application will be

approved.

5. At the end of the first full year of weekly worship services, a new church development

will normally have met the following benchmarks:

1. A clear statement of mission, vision and core values
2. A specified target community with a rationale
3. An overall ministry plan which includes strategy, short-term goals, accountability and timeline
4. An organizational structure including a Steering Team, financial procedures, effective ministry teams and staff
5. A disciple-making strategy that includes Bible study, prayer, Christian community, and stewardship, with target dates for implementation
6. An evangelism strategy conducted by the pastor and members which includes contacts with prospective new members regularly, using a variety of methods
7. The expected number of people in worship according to the Mission Grant

Proposal.

1. At least 50% of members participating in ministry through use of their time and talent
2. The majority of new members coming into the church through baptism, affirmation of faith, or reaffirmation of faith
3. A visibility strategy
4. A stewardship program emphasizing tithing
5. Participants supporting at least 25% of the NCD’s operating budget
6. 10% of the congregation giving toward the operating budget directed toward Presbyterian Unified Mission Giving
7. New benchmarks for the following year

6. If a number of the above benchmarks are not being met, the NCD Sub-Committee

should take necessary steps to intervene and suggest ways that the Organizing Pastor

and Steering Team can alter the plan for the new church and change some of the

programs, activities, marketing strategies, etc. to promote increased growth and

effectiveness.

7. If growth benchmarks are not being met, the NCD Sub-Committee should also send

representatives to meet with the Steering Team to discuss the current situation and

discuss possible changes in the strategy and goals of the NCD.

8. The NCD Sub-Committee also will initiate a consultation between the Sub-

Committee, leaders of the new church, and the pastors (and lay representatives) of

supporting area churches to share information about the situation of the NCD and

discuss possible ways that supporting churches might give additional help to the NCD.

This will alert these churches to the fact that the new church is not doing well and

needs to make changes if it is going to be viable in the future.

9. The outcome of the 18 Month NCD Review Process can be any of the following:

1. Celebration of the progress of the NCD and approve continuation of the funding available through the Mission Grant (and other neighboring churches.) Approval of the goals and objectives for the next 18 months.
2. Recommendation of some kind of intervention(s) to change the strategy of

the NCD, secure some additional resources, or make some leadership changes so the NCD will be more effective in reaching future goals.

1. Recommendation that Mission Grant funding for the new church development not be continued, that the new church development be closed, and that planning begin for the closure process.

(The details of the 18 Month NCD Review Process can be found in the Appendix of this Manual.)

B. NCD MINISTRIES INITIATED BY CHURCHES OR MINISTERS

1. The NCD Sub-Committee will seek to give encouragement and support to new NCD

ministries. It will work with each pastoral leader to set appropriate goals and

objectives for growth in the NCD ministry. If the ministry grows and reaches

agreed upon goals, some financial support may be made available from the

Presbytery.

2. Two long term goals for a NCD ministry are:

A. Completion of the Presbytery’s 4 step process to become a chartered church of

Central Florida Presbytery by completing the requirements for chartering.

1. Become part of an established church in the Presbytery. If the new ministry is a

racial ethnic one, it may become part of a multicultural church with a special

ministry to a particular racial ethnic group, usually in their first language.

3. Appropriate benchmarks for growth are provided in Chapter 3 of this Manual in the

descriptions of the Possible Stages of New Church Development.

CHAPTER 12

IN THE EVENT A NCD PROJECT

IS DEEMED NOT VIABLE

Whether we wish to acknowledge the fact or not, some NCD projects may not become viable congregations. Despite the sweat, tears, hopes and prayers of many people, not every new church development will become a strong and lasting congregation. In starting a NCD, many faithful Christians have stepped out in faith to pursue the vision of a new church. They include the Organizing Pastor and family, the Steering Team, the budding congregation, supporting congregations, and the NCD Sub-Committee and Presbytery. When a project is deemed not viable, it is the responsibility of the NCD Sub-Committee and the Committee on Ministry to provide the pastoral care needed in such a difficult situation. But first it is the responsibility of the NCD Sub-Committee to determine when a NCD is viable or not.

The second year of a NCD is the most critical one for determining the long term health and viability of a new church. Each project will be reviewed with that in mind using the 18 Month Evaluation Process previously described. The NCD Sub-Committee may also review the cumulative reports from the Organizing Pastor, Steering Team and NCD Sub-Committee liaison. Ideally, discernment about the future of a NCD will occur during the conversation involving the Organizing Pastor, the Steering Team, and the NCD Sub-Committee. These are some of the factors that could result in a decision that a NCD is not viable and should be closed rather than continued:

1. Weekly worship attendance is significantly less than the goal projected when

the NCD was started. Attendance has gotten “stuck” at a very low level.

1. Lack of financial resources to support a minimum budget of basic expenses,

including the compensation of the pastor. (Basic expenses would include such

things as pastor compensation, meeting place rent, supplies and materials, publicity, and mission giving.)

3. There is an obvious conflict between the pastor and a significant number of the

NCD leaders and/or members of the congregation at an early age in its

development.

4. Several aspects of the ministry context are proving detrimental to the further

development and growth of the new church (housing growth has slowed or

stopped, there isn’t any good meeting place for the church, the community

does not allow marketing materials, etc.) Sometimes these can be

overcome and sometimes not.

Deciding to Close a NCD

Ideally, the initial decision to close a NCD will be mutually agreed upon in a conversation including the NCD Sub-Committee, Organizing Pastor, and the leadership team of the new church. If agreement does not occur, the NCD Sub-Committee may make the decision to close the new church development. The NCD Sub-Committee has oversight of all NCD projects within the Presbytery and has a stewardship responsibility to spend the funds given by congregations within the Presbytery in the most effective way possible. When the Synod and/or General Assembly funds are also involved, the Presbytery NCD Sub-Committee must be accountable to those governing bodies as well and must be willing to make difficult decisions when a NCD project is not going well and is not accomplishing its goals. Often a decision about future funding from the Synod and/or General Assembly will occur during the time of the Progress Report of the NCD when recommendations about future funding must be made. Whenever the decision to close a new church development is made by the NCD Sub-Committee, the Sub-Committee will report the decision to the Organizing Pastor, the leadership team of the NCD, and the area congregations that are supporting the project. The NCD Sub-Committee will also begin to work with COM on the pastoral care of various people involved in the NCD. Finally, it will bring an official recommendation to close the project to one of the next meetings of the Presbytery.

Notifying the Leaders and Members of the New Congregation

If the closure decision is mutually agreed upon by the NCD Sub-Committee and the leaders of the NCD, those groups will determine together a procedure for informing the congregation of the decision and also will plan a process for the care of the members including helping them find a new church home and the final worship service(s). They also will decide on a process for notifying supporting congregations.

If the NCD Sub-Committee makes the closure decision, it will plan a sensitive way to notify the pastor and leadership team of the NCD and work with them on a plan to notify the congregation, care for members, notify supporting churches, and prepare for the final worship service(s).

Pastoral Care of the Pastor

The Organizing Pastor should be given particular care in light of the discontinuation of the new church development. The Organizing Pastor has invested much personal and emotional energy in the demanding work of starting a new church. The Organizing Pastor’s family will also be in need of special pastoral care.

A member of the Pastoral Care Sub-Committee of COM will be appointed to provide pastoral care for the Organizing Pastor and his/her family. . The Committee on Ministry of the Presbytery will work with the Organizing Pastor on plans for the future and as severance arrangements are made.

Severance will be negotiated with representatives of the NCD Sub-Committee, the Committee on Ministry, and the Organizing Pastor. Six months severance is normal.

Pastoral Care of the Congregation

The worshipping members of the NCD project should likewise be given particular care in light of the closure of the NCD. The worshipping members also have invested a lot of personal and emotional energy in the developing of the new congregation. A representative of the Committee on Ministry should be appointed to work with the organizing pastor to provide care for the members. This will include assisting the members to find a new church home.

Service of Closure

It is strongly recommended that a Service of Closure be held so that the work of all those involved in the new church development might be lifted up while also allowing for a time of lament and hurt to be released. The service might echo the “Service of Witness to the Resurrection” where the service would emphasize and affirm the providence of God and give thanks for the life and ministry of that particular NCD project. Presbytery staff and members of the NCD Sub-Committee and COM could be appropriately involved in this worship service along with the Organizing Pastor and members of the NCD.