

## PROCESS CHURCH PLANTER SYSTEM

NAME (potential church planter): \_\_\_\_\_

*(check off when completed)*

1. Contact church planting office to send pre-assessment form when a potential church planter is discovered.
2. When pre-assessment form is received in church planting office, human resources will be contacted to run credit/background check.
3. When credit/background check is completed, an email will be sent to the strategist working with the potential candidate giving status of report.
4. Once approval is given by the strategist, the church planting office will send the ministry match Instructions to the candidate for taking the ministry match on-line. Note: At the discretion of the cp strategist, language candidates may complete a different tool.
5. Upon receiving the completed ministry match in the church planting office from the candidate, an invitation to the next assessment center training in Jefferson City may be extended to the candidate.
6. Following the assessment center training, an Assessment/Recommendation Report will be prepared by one of our church planting strategists. When it is received in the church planting office, and if a recommendation is made by the strategist to continue the process with the candidate, the PIF (personnel information form) will be emailed to the candidate to complete. Upon completion, the candidate is to forward the PIF by email to the sponsoring church for endorsement. The sponsoring church will then forward to the sponsoring association for their endorsement. The sponsoring association will forward to the church planting office.
7. When the PIF is completed and returned to the church planting office, the cp strategist will be contacted to begin working with the church planter and other parties involved (sponsoring church(es)/assns) in completing the funding packet. Give special attention to the "funding profile" to reflect who is providing funding.
8. When all paperwork is completed and received in the church planting office, and a sponsoring church is on board, the church planting strategist will make a recommendation of funding to the church planting director.
9. Final decisions regarding funding will be made by the church planting director. A commitment letter will be sent (preferably by e:mail) to church planter and copied to all parties involved.

All church planter pastors need to complete Basic Training. It is the responsibility of the cp strategist to make sure they follow through. Please refrain from making promises for funding commitments until all paperwork is finalized and approved.