

## ***Church Planting Stewardship*** **Process Action Item 1.1**

### **Overview:**

Form Planting Team and Review Team under the CPS Process Agreement

### **Participants:**

- Church Planter (or designee)
- Core Team members
- Stakeholders of church planting organization

### **Description:**

Unlike most church planting models, *Church Planting Stewardship* (CPS) calls for establishing and maintaining two distinct teams for a church planting endeavor.

The first team, the Planting Team, is similar to the single team found in many contemporary church planting models and processes. This team is made up of the people who will be doing the day-to-day work of church planting. In *Church Planting Stewardship*, this includes producing the documents called for in the process. The documents that the Planting Team produces in the Concept Phase are the Mission Vision (Process Action Item 1.2), the Church Planting Strategy (Process Action Item 1.5), and the Mission Proposal (Process Action Item 1.7).

The second team in the CPS process is the Review Team. Its purpose is to represent the interests of all the stakeholders in the church planting endeavor. These stakeholders include the funding organization(s), the authorizing agency, the entity providing ecclesiastical oversight, local or regional supporting congregations, and the Planting Team. The Review Team oversees the work of the Planting Team by reviewing the outputs of the Process Action Items at key points in the CPS process and determining the Planting Team's readiness for progressing to the subsequent Process Action Items or process phases. In the Concept Phase, the Review Team reviews and assesses the Mission Vision (Critical Decision Point 1.4), the Church Planting Strategy (Critical Decision Point 1.6), and the Mission Proposal (Critical Decision Point 1.9).

Teams formed in the Concept Phase should focus on gathering people with the specific gifts for this phase in the church planting process. The Planting Team needs to include visionary people who can conceptualize the shape of a new congregation for a specific context. They should not only be people of vision, but also people of practical vision. However, the team in this phase is less concerned with the feasibility of a new congregation than it is with the concept of a new congregation. In other words, they need to be able to craft a new reality for the church in a specific context without being divorced from the present reality of that context. The formation of this team may begin with any of the team members, but in practice is most likely to begin with the church planter.

The Review Team for the Concept Phase should consist of people who have

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experience with or insights into the activities associated with conceptualizing a new congregation. Since this team is both a resource for the Planting Team and the representative of the vested interests of the stakeholders, it is important that the collective expertise of the Review Team is adequate for evaluating the outputs of the Planting Team and providing effective guidance when the outputs are deemed insufficient in any way. To this end, it is helpful to form the Review Team under the leadership of an experienced church planter.

Apart from the teams' leaders, members of the Planting Team and the Review Team should be enlisted with the understanding that they may or may not continue with the team through subsequent phases of the church plant. The practice of securing commitments from team members for a single phase at a time helps to communicate the dynamic nature of the teams and the incremental approach to team membership.

**Inputs:**

- Planting Team Template
- Review Team Template
- Process Agreement Template

**Outputs:**

- Planting Team Job Descriptions
- Review Team Job Descriptions
- Completed Process Agreement signed by all active team members

**Completion Criteria:**

- Planting team members identified and their roles defined
- Review team members identified and their roles defined
- Active team members have signed the Process Agreement

**Tasks:**

Ref.	Action	Responsibility
1.1A	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the planting team template and identify positions applicable for the church planting effort</li> <li><input type="checkbox"/> Recruit qualified persons for each position as needed</li> <li><input type="checkbox"/> Complete the Planting Team Organizational Chart using the template as a basis</li> </ul>	Designated President (or Church Planter)
1.1B	<ul style="list-style-type: none"> <li><input type="checkbox"/> Review the review team template and identify positions applicable for the church planting effort</li> </ul>	Designated President (or Church Planter)

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Ref.	Action	Responsibility
	<ul style="list-style-type: none"><li><input type="checkbox"/> Recruit qualified persons for each position as needed</li><li><input type="checkbox"/> Complete the Review Team Organizational Chart using the template as a basis</li></ul>	
1.1C	<ul style="list-style-type: none"><li><input type="checkbox"/> Review the Process Agreement template and modify as applicable for the church planting effort</li><li><input type="checkbox"/> Secure agreement from each member of the Planting Team and the Review Team as they are recruited</li></ul>	Designated President (or Church Planter)



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**Planting Team Template**

<b>Title</b>	<b>Description</b>	<b>Filled by:</b>
Church Planter	The pastor called or assigned to lead the church planting effort.	
Designated President	Team member designated to serve as the corporation's president should the church plant progress to the Formation stage	
Designated Secretary	Team member designated to serve as the corporation's secretary should the church plant progress to the Formation stage	
Designated Treasurer	Team member designated to serve as the corporation's treasurer should the church plant progress to the Formation stage	
Team Member	Lay person supporting the church planting effort without being designated for a formal role in the potential corporation	
(Additional Team Members)	Other core group members participating in the CPS process	

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**Review Team Template**

<b>Title</b>	<b>Description</b>	<b>Filled by:</b>
Team Leader	Team member designated as the primary point of contact for the Review Team and chair of team meetings	
Sponsor	Representative from the organization/entity sponsoring the church planting project	
Practitioner	Experienced church planter familiar with the Church Planting Stewardship process and possessing the expertise to critically review the outputs of Process Action Items	
(Additional Team Members)	Other stakeholders or interested parties who can contribute to the oversight and guidance of the church planting project	

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**Process Agreement Template**  
(Church Planting Team)

I, (NAME), agree to serve on the church planting team formed to explore the possibility of planting a Lutheran congregation in (COMMUNITY/AREA).

I will, to the best of my ability, follow the guidelines and instructions of the church planting process defined under *Church Planting Stewardship*.

My role on the church planting team will be (CHURCH PLANTER/DESIGNATED PRESIDENT/DESIGNATED TREASURER/DESIGNATED SECRETARY/TEAM MEMBER). I understand that this role and/or my participation on this team may change or end over the course of the church planting process based on its dynamic teaming elements.

I commit myself to supporting this church planting effort through my prayers, labors, participation, and, as the Lord enables me, financial support.

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Signature

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Date

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**Process Agreement Template**  
(Review Team)

I, (NAME), agree to serve on the review team formed to support, guide, and provide oversight to the church planting team exploring the possibility of planting a Lutheran congregation in (COMMUNITY/AREA).

I will, to the best of my ability, follow the guidelines and instructions of the church planting process defined under *Church Planting Stewardship*.

My role on the review team will be (TEAM LEADER/SPONSOR/PRACTITIONER/TEAM MEMBER). I understand that this role and/or my participation on this team may change or end over the course of the church planting process based on its dynamic teaming elements.

I commit myself to supporting this church planting effort through my prayers, labors, participation, and, as the Lord enables me, financial support.

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Signature

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Date

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**Sample Planting Team Job Descriptions  
for Concept Phase**

<b>Role</b>	<b>Responsibilities</b>
Church Planter	<ul style="list-style-type: none"> <li>• Serves as the spiritual leader of the Planting team</li> <li>• Provides spiritual guidance for team members</li> <li>• Assists the Designated President with guiding the team through the CPS process</li> <li>• Assists the Designated President with explaining Process Action Items</li> <li>• Participates in executing Process Action Items</li> <li>• Participates in developing the Mission Proposal</li> </ul>
Designated President	<ul style="list-style-type: none"> <li>• Serves as the organizational leader of the Planting team</li> <li>• Is the primary point of contact for inquiries from the Review Team</li> <li>• Guides the team through the CPS process</li> <li>• Explains Process Action Items</li> <li>• Participates in executing Process Action Items</li> <li>• Participates in developing the Mission Proposal</li> </ul>
Designated Secretary	<ul style="list-style-type: none"> <li>• Provides process outputs to the Review Team</li> <li>• Advises Review Team of Planting Team's progress and status</li> <li>• Manages Process Action Items</li> <li>• Participates in executing Process Action Items</li> <li>• Participates in developing the Mission Proposal</li> </ul>
Designated Treasurer	<ul style="list-style-type: none"> <li>• Keeps a record of all funds received and expended (if any)</li> <li>• Participates in executing Process Action Items</li> <li>• Participates in developing the Mission Proposal</li> </ul>
Team Member	<ul style="list-style-type: none"> <li>• Participates in executing Process Action Items</li> <li>• Participates in developing the Mission Proposal</li> </ul>

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**Sample Review Team Job Descriptions  
for Concept Phase**

<b>Role</b>	<b>Responsibilities</b>
Team Leader	<ul style="list-style-type: none"> <li>• Serves as the organizational leader of the Church Planting team</li> <li>• Participates in reviewing outputs from applicable Process Action Items</li> <li>• Participates in approval/disapproval of the Mission Proposal</li> </ul>
Sponsor	<ul style="list-style-type: none"> <li>• Serves as the organizational leader of the Church Planting team</li> <li>• Participates in reviewing outputs from applicable Process Action Items</li> <li>• Participates in approval/disapproval of the Mission Proposal</li> </ul>
Practitioner	<ul style="list-style-type: none"> <li>• Guides the Review Team through the CPS process</li> <li>• Explains Process Action Items to the Review Team</li> <li>• Participates in reviewing outputs from applicable Process Action Items</li> <li>• Participates in approval/disapproval of the Mission Proposal</li> </ul>
Team Member	<ul style="list-style-type: none"> <li>• Participates in reviewing outputs from applicable Process Action Items</li> <li>• Participates in approval/disapproval of the Mission Proposal</li> </ul>