

White Rock Community Church Policy & Procedure Manual

Missions Committee – Mission Church Watch Care Program

Date Written: September, 2003

Date Revised: N/A

Approvals:

Chair, Board of Deacons

Pastor

Church Administrator

I. Purpose

To establish guidelines for the Missions Committee – Mission Church Watch Care Program at White Rock Community Church (WRCC).

II. Authority and Responsibility

This policy is established and approved by the Board of Deacons. It is the responsibility of the Missions Committee to ensure compliance with this policy.

III. Policy

The WRCC Constitution and the WRCC By-Laws act as the primary policy and operating guidelines for WRCC.

The following policy statements apply to the Missions Committee – Missions Church Watch Care Program at WRCC.

- A. The role of a Missions Committee in a Mission Church Watch-Care Program is to identify, encourage, train, and mentor groups of individuals that sense the call of God to begin a local church. The goal of the Mission Church in a Watch-Care Program is to become an independent church that is financially able to call a pastor and sustain a congregation on their own.
- B. Responsibilities:
 1. The Missions Committee must ensure that church starts must originate a name for their church that is unique to their organization. They may not use WRCC's name or part there of to advertise or publicize the new church.
 2. Until such time, under the guidance of the Missions Committee, that the Mission Church completes that process of incorporation as a church (establishing their own nonprofit 501-C-3 status) all monies donated to the Mission church must be made out to WRCC. These monies will be held in escrow for the new church and they will

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have full access to funds as needed for their costs. These costs will be paid through the WRCC operating account. When the new church has established their own 501-C-3, funds will be transferred to the new church. Prior to incorporation, the Mission church can not sign financially binding agreements or enter into any service contracts without WRCC approval.

3. The Mission Church will operate under the guidance of the WRCC Constitution, By-Laws, and Policies and Procedures until the new church is incorporated. The Mission Church will be presented with a copy of all such documents on or before the first business meeting of the church.
4. Mission Churches in the Watch-Care Program will be encouraged and mentored by the Missions Committee with help and support from the staff, deacons, and congregation of WRCC. The Missions Committee will encourage members of the WRCC congregation to become members of "mission teams". Mission team members will consist of a minimum of a preacher, music director, congregational leader, financial representative, and an usher/greeter.

IV. OPERATING PROCEDURES

Months 1-3

1. Meet with individuals that have an interest in establishing a Mission Church and offer assistance and guidance in how to get started.
2. Develop a formal covenant between WRCC and the Mission Church.
3. Provide music, preachers, and bible teachers.
4. Formulate a time and day for the monthly business meetings of the Mission Church.
5. Assist Mission Church in establishing Church name, logo, etc.
6. Counting and documentation of offerings must be done by a member of the Mission Church and WRCC simultaneously. Delivery of offering and documentation to WRCC Treasurer is the sole responsibility of WRCC.
7. Provide up to \$300 in financial assistance to supplement expenses per month.

Months 3-6

1. Assist Mission Church in establishing a Steering Committee.
2. Assist Steering Committee in developing the Mission Church Doctrinal Statement.
3. Assist Steering Committee in establishing Church Covenant.
4. Assist Steering Committee in developing the church's Mission Statement.
5. Provide music, preachers, and bible teachers.
6. Counting and documentation of offerings must be done by a member of the Mission Church and WRCC simultaneously. Delivery of offering and documentation to WRCC Treasurer is the sole responsibility of WRCC.
7. Provide up to \$300 in financial assistance to supplement expenses per month.

Months 6-12

1. Assist the Steering Committee in developing Mission Church Constitution.
2. Assist the Steering Committee in developing Mission Church By-Laws.
3. Assist the Steering Committee in the Incorporation process with the gathering of documentation.
4. Provide preachers and teachers, and provide music assistance for services.
5. Counting and documentation of offerings must be done by a member of the Mission Church and WRCC simultaneously. Delivery of offering and documentation to WRCC Treasurer is the sole responsibility of WRCC.
6. Provide up to \$200 in financial assistance to supplement expenses per month.

Months 12-18

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1. Mission Church Constitution completed and approved by Mission Church congregation.
2. Mission Church By-Laws completed and approved by Mission Church congregation.
3. Application for Mission Church Incorporation completed and approved by Mission Church congregation.
4. Guide Mission Church in Pastor Search Process
5. Assist in providing preachers and teachers.
6. Counting and documentation of offerings must be done by a member of the Mission Church and WRCC simultaneously. Delivery of offering and documentation to WRCC Treasurer is the sole responsibility of WRCC.
7. Provide up to \$100 in financial assistance to supplement expenses per month.

Months 18-24

1. All above completed and filed and fully constituted as a church.
2. Mission church now supplies preachers, teacher, and music.
3. Upon incorporation, the Mission Church is completely financially independent of WRCC.
4. Provide up to \$100 in financial assistance to supplement expenses per month.

At the end of every six month period, the Mission Committee must review and document the relationship between WRCC and Mission Church. If for any reason the Mission Church is not able to sustain itself at any point before incorporation, any funds collected and held for them will then be deposited into the Mission Committee Budget and be used for other Mission Churches. If for any reason WRCC, WRCC Missions Committee, or the Mission Church decides to discontinue and sever their relationship, all monies held for the Mission Church will be used for the Mission Church expenses (rent, utilities, etc.) until such funds are depleted, unless the Mission Church is Incorporated at the time of separation, in this case a check will be dispersed to the incorporated entity.