



ANiC Church Planting Policy

April 2010

Introduction

The ANiC Church Planting Working Group has been tasked with supporting the vision and mission of ANiC, specifically facilitating new congregations.

This policy covers three primary areas:

1. The support of organic and strategic church planting
2. The identification, assessment and training of potential leaders
3. The ongoing support of church plants and their leaders

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ANiC Church Planting Policy

Mandate of ANiC Church Planting Working Group (“CP WG”)

1. The mandate of the ANiC CP WG is given by the Bishop as Chair of the Board of ANiC.
 - a. Historically,
 - i. Ray David Glenn worked under Don Harvey as a resource to the Archdeacons.
 - ii. During 2009 until Synod, RDG chaired what was effectively a one person church planting working group
 - iii. RDG recommended the formation of the current CP WG. Appointments were made by Chair of the Board, Bishop Harvey.
 - b. Currently,
 - i. The CP WG, is a Committee of the Board,
 - c. In the Future
 - i. The CP WG will morph into a Committee of the Synod Council
2. The ANiC CP WG has been tasked with:
 - a. Developing and distributing
 - i. a high level position paper
 - ii. a grassroots ‘how-to manual’. (how to plant an ANiC church)
 - b. Articulating Theological Foundations
 - c. Receiving Applications and approving disbursement of funds
 - d. Assessing and recommending to the Bishop that “...projects be received as plants, or parishes, or not.”
 - i. In the case of newly formed groups
 - ii. Can the project stage be skipped? Yes, at the Bishop's discretion with input from WG and Archdeacon and on a case by case basis.
 - e. Training potential recruits (working with other agencies to develop a pipeline for trained planters)
 - f. Follow up and ongoing support (such as mentoring, coaching, training conferences)
 - g. Training Regional Pastors to supervise their projects and church plants
 - h. Making assessment tools (of potential planters) available to the Bishop.
 - i. Create policies that support ANiC Mission and Vision as it relates to church planting.
3. The CP WG is an advisory group to the Chair of the Board of Directors, who is the Bishop. The WG will carry out the policies once the mandate has been approved.

Anglican Foundations: What is the **necessary** common denominator of all church planting? Every existing church (or congregation) at one time has been a church plant. At the same time, every church plant, even in its formative stages, is a church inasmuch as it reflects the marks of a church. A helpful description can be found in Articles 19 and 20 of the Book of Common Prayer:

XIX. Of the Church.

“THE visible Church of Christ is a congregation of faithful men, in the which the pure Word of God is preached, and the Sacraments be duly ministered according to Christ's ordinance in all those things that of necessity are requisite to the same...”

XX. Of the Authority of the Church.

“THE Church hath power to decree Rites or Ceremonies, and authority in Controversies of Faith: And yet it is not lawful for the Church to ordain any thing that is contrary to God's Word written, neither may it so expound one place of Scripture, that it be repugnant to another. Wherefore, although the Church be a witness and keeper of holy Writ, yet, as it ought not to decree any thing against the same, so besides the same ought it not to enforce any thing to be believed for the necessity of Salvation.”

The local church, then, is a congregation of faithful people gathered around the preaching of the ‘pure’ word of God, where Sacraments are duly (rightly) ministered according to Christ's order, and is a ‘witness and keeper’ of Scripture, which is authoritative. Paul's address to the Ephesian elders in Acts 20:17 - 38 gives much insight into the value of a local congregation (priceless: obtained with the blood of Christ) and the responsibilities of leadership (to “declare the whole counsel of God,” to “care for the church of God,” and to “be alert”: to protect the flock).

ANiC holds at least these three convictions about church planting:

1. The Holy Spirit leads God's mission. The question is not whether God is on our side but if we are on His side and under his reign. We must not set the agenda for God. As we surrender to God's leadership and discern how to be his partners in mission (like Cornelius and Peter in Acts 10) the work will proceed with health and vibrancy.
2. The role of word ministry in planting: Acts 14.21-23. Paul and fellow workers preached, were persecuted, but left visible organized churches with leaders. Then went back to encourage and strengthen them. Local congregations are a necessary and natural outcome of faithful preaching of the gospel.
3. The need for multicultural sensitivity in planting. We acknowledge the diverse ethnic nature of Canada, both in rural and ~~in particular in~~ urban areas. We are aware that it is appropriate for churches to have the function of cultural maintenance: Christian faith is not separate from ethnic identity. Christianity is not a western import uncoupled from indigenous history. For example, it is important for Asian fellowships to retain and celebrate their identity, and to seek church plants that cultivate the penetration of the gospel into the culture rather

than eradication or westernizing the culture. (Two examples: First: One third of Hong Kong Cantonese are educated in Anglican schools, and if they come to Canada many seek an Anglican church. Second: Asian culture is a shame culture. The gospel addresses both shame and guilt. In the West, shame is individualized if it is acknowledged at all. In Asian culture shame is communal.) Realities such as these must determine ANiC's approach to church planting in ethnic settings, whether Cantonese, First Nations, or other. (Bp. Stephen Leung, 2009)

Terminology:

General

- “congregation” = a regular, identified, local gathering or assembly of people.
- “church” = Biblically, either the church universal or local.

ANiC Specific

- “parish” = a formal, local congregation of ANiC.
- “plant” = a congregation or local church in the formative stages (a few months to a few years).
- “project” = a gathering of people wishing to be identified under ANiC as a potential plant.

Goals: An ANiC strategy for Church Planting must seek to:

1. Support what is evidently a work of God.
2. Enable plants in key urban areas.
3. Facilitate ethnic church planting work (for example, appointing Lay catechists under direct supervision of a regional rector or bishop)
4. Confirm and strengthen those affiliations (projects, church plants) which embrace the mission and values of ANiC and the Gospel, who may also be entering ANiC as established congregations.
5. Reinforce the priority of prayer, preparation, initiative, and biblically qualified leadership in ANiC congregations.

The ANiC Church Planting TRIPOD

To accomplish the goals listed above, ANiC must prayerfully embrace a three-part strategy:

- A. Promote church plants (organically and tactically)
- B. Locate, assess, and encourage leadership (both ordained and lay)
- C. Provide ongoing support (mentoring, teaching, encouragement)

ANiC Church Planting Policy (below) supports these three goals.

Tripod “A”: Two approaches for ANiC to promote Church planting under God:

1. Strategic, targeted, approach. “We want to plant six new congregations in these six areas of the country that have no ANiC presence.”
 - a. Pros:
 - i. sets goals according to the vision of ANiC
 - ii. strategic: there are voids in gospel mission in urban areas
 - iii. creates an entrepreneurial climate
 - b. Cons:
 - i. may over-focus on methodology/technique rather than prayer. (NB process, methodology, etc *are* important and are discussed below under ‘Assessment’)
2. Organic approach. “We would love to see an ANiC church plant in these six places and we commit to praying for them to happen.”
 - a. Pros:
 - i. Casts a vision.
 - ii. Unless God builds it we build in vain.
 - iii. We ‘follow the lead’ of the Head church planter. New congregations are formed at the initiative of God, from the grassroots.
 - b. Cons:
 - i. Less oversight by ANiC.
 - ii. New congregations may form anywhere, perhaps in areas where ANiC/gospel ministry is already strong, thus leaving significant urban areas void of vital Anglican ministry for now.

CP WG will assess grant applications from both 1 and 2, above.

ANiC's goal is to pray for and support new congregations. This policy asserts that financial support follows God's initiative and strategy, while fostering an entrepreneurial culture.

Discernment Criteria (From perspective of a potential project)

Refer to “Critical Pathways” (Appendix A) for more specific actions.

- Connect with a Bishop
- Prayer
- Bible Study
- Connect with regional church or Archdeacon (if a regional church is not available) to help clarify direction, process and call
- Start articulating mission, vision, core values
- Continue meeting weekly mid-week
 - Introduce a new mid-week business meeting?

Assessment criteria (From perspective of the Bishop)

Purpose: to discern whether a grant be given to the work, (that is, if it is viable), or if other kinds of support are indicated. Consultation will be made with appropriate bishops and regional congregations.

1. Identified leader (*see Tripod "B" below*). Note: this person may or may not be present at the earliest stages. This person must be authorized by the Bishop in coordination with examining chaplain where relevant.
 - a. Minister and Teacher of the word
 - b. Godly character
 - c. Confident in gospel convictions
 - d. Trained, assessed
2. Identified and committed lay leadership team [3 or more]
3. A gathering of committed people (core) [10 or more]. Pledges for first year taken from the core group.
4. A potential location to meet; name. Banking (Appendix D) and insurance through regional church or archdeacon.
5. Signed the "Memorandum of Understanding" for a project (see Appendix C)
6. Evidence of due diligence in prayer.
7. Form community outside of potential Sunday morning service
 - a. For example: weekly Bible Study, children's ministry, outreach ministry
8. Submitted a Ministry plan
 - a. Document that looks ahead 1-3 years. (See Appendix B for more detail)
 - b. Due diligence in research
 - i. Who are the charter members?
 - ii. What are the major distinctives of the surrounding community?
 - iii. What is the outreach/evangelism plan?
 - iv. What is the adult discipleship/catechesis plan?
 - v. Pledge commitments and proposed budget.
 - vi. What are the distinctives of the plant and its culture (mission and vision)
 - vii. What are other Anglican ministries nearby? What will be the relationship with them?
 - viii. Other denominational presence and partnerships?
 - ix. Is there is regional church? Will it shepherd the church plant or the leadership in some way?
 - Regional church oversight will provide training, accountability
 - The regional church may, for example, place the project or plant on its own insurance policy
 - See Appendix B for how a project or plant may structure its finances and charitable status
 - In the absence of a regional church: archdeacon takes church project under their care, but this may lessen accountability and training. Cultivation of relational support from across the country electronically may be helpful.
 - x. Is there a mother church? (Core members transferred from the mother church with an explicit commitment to the plant).
 - xi. What is final \$ amount requested from ANiC?

9. Training: Include Artizo presence at any time when possible.
 - a. Provides extra leadership, preaching, vision and planning
 - b. Creates culture of training

Financial Support from ANiC for Church Plants

Normally, it is expected that Regional churches may financially assist projects or plants at their discretion and according to their ability. However, at the recommendation of the Bishop, funding may be made available to projects or plants where the Bishop or Council determine a strategic need. In this case, a grant of matching funds may be made available up to a maximum of (decreasing sliding scale over 1-3 years).

\$60,000 yr 1

\$40,000 yr 2

\$20,000 yr 3

The Bishop may request that there be no financial grant but rather continued discernment, encouragement and prayer, with a commitment to prayerful assessment of the work over the next year. A new grant application may be made annually. If God is behind it, it will survive the year!

Other Support

Assuming a group has been received as a Project, the Bishop may appoint a lay or ordained leader. The leader would be under the direct supervision of the regional church Rector or Regional Archdeacon. At the recommendation of the Bishop, the Project leadership team will need to interview possible candidates.

Tripod "B": Locate and Assess Leaders/Planters/Founders

Identify and recruit potential leaders (from within congregations, Artizo, seminaries, etc.) in conjunction with examining chaplains and bishops.

Assessment grid for a potential planter:

- Working relationship with spouse
- Understanding what it means to plant a church
- What are the costs? monetary, emotional, spiritual
- Essay or interview questions:
 - Why do they feel called to plant a church?
 - What is their vision?
 - What kind of church do they want to plant?
 - Is it in line with ANiC vision and values?
 - What is their location preference (e.g. southern, west coast or more specific)? rural, urban or suburban setting?
 - Theological convictions and expression (Anglo Catholic, Evangelical, Charismatic); traditional, contemporary, etc...
 - Preference for a age group of socioeconomic class (e.g. ministry to the homeless, young families)

ANiC will cultivate strategic partnerships with outside organizations (coaching, assessment [Vision 360, Church planting Canada], training [Titus Project])

Tripod “C”: Ongoing support of plants and leaders

- Website (a place for encouragement and information)
 - Blog based with regular blogs
 - Forums for discussion of best practices
 - Advertising events
 - Clearing house for church planting events, ideas, discussion, contact
- Relational (intentional interpersonal contact/prayer/encouragement)
 - Regional Rectors
 - Archdeacons
 - Bishops
 - Other church planters
- Conferences and training
 - Regional meetings (sponsored by ANiC)
 - Meet-up (at existing conferences)
 - Coaching and mentorship
 - 4RFaith model: Training pastors to identify and equip next generation.

Appendices

- A. Critical Pathways
- B. Banking Guide
- C. Memorandum of Understanding (Project, Plant, Parish)
- D. Prelaunch Discussion Guide

Appendix A. Critical Pathways (Framework for the ‘Grassroots’ Manual)

Steps in becoming an ANiC parish, when starting as a new group

NOTE: The ANiC strategy for church planting includes the following broad steps:

- Project
- Plant
- Parish

It is anticipated that Projects and Plants will connect with a Regional church, where possible, for encouragement and support.

Listed below are various steps, not currently in specific order

- **Human contact with a bishop or archdeacon.** Early in the process.
- **Meet weekly as small groups.** Be sure the meetings contain a bible study time, as well as prayer time. Be sure this is a time of fellowship and community building. Consider including time for sharing with each other and make sure it is a “safe place”, where things are kept in confidence (within the group).
- **Discern God’s direction for the group,** to see if the ANiC is part of their future.
- **Agree as a group** to apply for ANiC affiliation. This should be the culmination of a process that includes much prayer, discussion, consulting, and seeking God’s will for your group.
- **Identify the leadership** of the group. Initially a small group of leaders (perhaps 4, with one person appointed as spokesperson and contact to ANiC).
- **Send a letter of application,** listing the members with signatures, to the ANiC. This begins the formal communication with the ANiC. With that comes the accountability needed in both directions.
- **Establish budget** Possible items to consider, even early on: Rent of building, part or full time priest salaries, Tithe to ANiC, supplies, etc.

- **Send tithes to ANiC** to be held in trust, until small groups can get incorporated and secure a charitable number.
- **Rent a building**, preferably a Church building. May need to begin meeting in a building (rather than home) even during formative stages of the house Church development, depending on the group's size. This could be for the mid-week meeting, even before making the switch to a (more traditional) Sunday Worship time.
- **Switch your weekly meeting times to Sunday.** Once a switch to Sunday's has been done, the format for Sunday will likely be in the form of a service. Small groups are still a main component of the new parish, so mid-week small group will need to re (re)established as soon as possible to compliment the Sunday worship time. With group expected immediately upon establishing Sunday worship times, more than one small group (for mid week meetings) may be needed. Multiplying the original group into two is probably the wise thing to do, rather than keeping it intact and have the second group made up of the newcomers to the Church Plant. Planned splitting is a good sign!
- **The existing leadership team should initiate the process of establishing a vestry** (board) including wardens and treasurer, once the group is growing and has reached about 30 members. This will need to be in place before the incorporation process. This will need to be a process which culminates in voting on by the full congregation, initiating what will become the "annual meeting".
- **Incorporate.** This will include adopting a constitution. *Add here info on the how's and where's of constitutions. Perhaps draw on other Church plant's experiences where possible.*
- **Get a charitable number.** You will need to have identified the leadership team, as well as having adopted a constitution before applying for a charitable number. *Add here info on the process of applying for a charitable number.*
- **Define** structures of committees. This would be the process of planning what the structures of the Church will look like. This should include an implementation timeline. Often a Church "Visioning process" is used to help define these.
- **Establish** Sunday school, Worship team, and Outreach team. Once the structures have been defined, the committees etc are struck as per your timeline. They should include these groups at a minimum.
- **Appointment of a priest**, with ANiC input. In some cases, an available priest will be known to a congregation. In other cases the ANiC leadership may need to connect up a congregation and a priest. In either scenario the ANiC bishops would need to license that priest, so a process will need to be followed.

- **Act as liaison** between regional small groups and ANiC. This step is applicable mostly to Church Plants in rural areas where networking with outlying areas is especially challenging.

Appendix B. Proposed Banking model for ANiC church projects/plants

Background

ANiC is actively establishing church plants in key centers. In addition, groups are approaching ANiC for permission to do a church plant in their geographic area. This report addresses issues around the receipt of funds, payment of expenses, banking and the issuance of tax receipts.

Tax Receipts

In order for a church to issue official tax receipts, it must obtain a CRA number. This requires filing legal documentation with National Revenue who review the documentation to ensure the organization qualifies to have a tax number. The process can be onerous and requires specialized legal assistance. ANiC has arranged with a law firm in Ottawa who specialize in this field to handle applications on behalf of their member churches at a cost of \$2500. All Parishes within ANiC are required to obtain a CRA number in order to issue tax receipts to its donors.

For church plants, given the high failure rate in the first three years, this cost is prohibitive and not a wise use of funds. At the same time, people financially supporting the plant expect to receive tax receipts.

Sponsoring Church

All church plants that are approved by ANiC are assigned to an existing church (known as the sponsoring church) that provides guidance and support to the plant until it is able to operate on its own.

One of the supports that could be provided by the sponsoring church is the issuance of tax receipts for the donors to the church plant. However this requires that the donations received by the plant come under the control of the sponsoring church. This can be accomplished by the donations being made payable to the sponsoring church, designated for the plant, and being deposited into the sponsoring church's bank account.

In order not to burden the sponsoring church with all the financial support a church plant requires, the church plant would be responsible for managing its own funds and paying its expenses. However as a "branch" of the sponsoring church, the income and expenses of the church plant must be rolled into the sponsoring church's financial accounts.

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Each church plant would be responsible for managing its own expenses, subject to the sponsoring church's oversight.* This would be accomplished by the church plant establishing its own bank account. In order to keep expenses to a minimum, the account could be a personal account in the joint names of two members of its leadership team. In the interest of efficiency, the account should require only one of two signatures** (similar to spousal joint accounts).

The sponsoring church would transfer designated donations received from the church plant donors, at least monthly, to the bank account of the church plant.

The plant would provide full financial reports on its income and expenses to the sponsoring church for incorporation into the sponsoring church's financial records.

The church plant should make maximum use of on-line banking processes to manage its payments as:

1. this ensures speedy and timely payment of its expenses.
2. it would allow for access on-line by the treasurer or bookkeeper of the sponsoring church.
3. it moves the organization into the use of modern technology

Conclusion

Church plants exist to bring God's word to their neighbourhood—their focus is on evangelism. However there is also a responsibility to manage their affairs properly within the requirements of ANiC and the laws of the country. By ensuring there are processes in place to permit proper management of income and expenses without imposing burdensome administrative requirements, ANiC can assist plants to succeed and focus on their mission.

This paper only addresses issues around banking and finances. There are many other aspects of church planting that also should be addressed. It would be a great assistance to church plants in understanding the requirements and responsibilities of being a church plant if ANiC provided documented guidelines.

** That aspect is outside of the purview of this report.*

****** The requirement of two signatures on cheques should be discarded, as it no longer serves as a financial control in a computerized banking system—all payments are now processed electronically and there is no signature checking employed. The controls on payment authorization should be internalized between approval and payment generation. Most church plants involve only a small number of people in leadership and there is a high level of trust, making instituting formal internal controls impractical and unnecessary.

Recommended Model

Assumptions:

- There is a sponsoring ANiC church
- Donations are being received for the project/plant

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If sponsoring church is in immediate geographic area:

- donations received are turned over directly to sponsoring church
- Sponsoring Church deposits funds into their bank account

If sponsoring church is not in immediate area:

- Sponsoring church arranges for donations to be deposited at a branch of their bank in the project/plant location by providing their deposit slips to the church project/plant
- Project/plant deposits funds into branch bank account (multi branch banking)
- Project/plant sends details of deposit along with donor names and amounts to sponsoring church (by email recommended)

Regardless of location of sponsoring church:

- Sponsoring church records donation information and issues tax receipts
- Church project/plant opens a personal bank account (joint account requiring only one signature)
- Sponsoring Church transfers funds to project/plant monthly
- Project/plant pays all plant expenses out of its account
- Project/plant provides reports on income & expenditures to sponsoring church
- Sponsoring church has on-line access to project/plant account

Appendix C. Memoranda of Understanding**1) Memorandum of Understanding - Project**

Memorandum of understanding between the Anglican Network in Canada Church (hereafter called ANiC) and it's Church Project (Project)

Definition:

An ANiC project is a group of individuals who are identifying with the Declarations of Principles, Constitution and Canons of ANiC and are going through a discernment process to become an ANiC Church Plant Parish and to be recognized as such.

Recognition of the Project:

XXXXXX became an ANiC Project effectively dd/mm/yy. This was confirmed by a resolution of the Church Plant Committee on dd/mm/yy and a confirming letter by the National Director dated: dd/mm/yy

Statement of Faith and Canons:

Project hereby agrees to uphold and comply with the Declaration of Principles, Constitution, By-laws and Canons of ANiC, that are in force from time to time.

Governance:

Project acknowledges that it has named a financial co-ordinator. Project further acknowledges that it has been presented with the frames of references for becoming an ANiC Church plant and agrees to process outlined therein. The project will be governed

by a regional Church. Where no regional Church is available it will be governed by an arrangement as approved by the moderator.

Supervision by Regional Church

Project acknowledges that it has identified XXXXX as regional church and will initially be under the supervision of XXXXX. The regional church will provide resources and support.

ANiC Policies:

Project acknowledges that it will adhere and comply with ANiC policies which may be issued from time to time with regards to safety, conduct by volunteers and staff, guidelines for pastoral visits, fundraising etc.

Receiving of Funds Designated for the Project:

ANiC acknowledges that funds designated for the project can be received and receipted under ANiC's charitable number.

1. Donations must be made to Anglican Network in Canada (ANiC) and designated on the memo line of the cheque with the name of the project.
2. Gifts will be receipted to the donor by ANiC and are tax deductible.
3. The funds will be held by ANiC in trust for the project.
4. Once the project becomes an ANiC Church plant parish, funds will be transferred into the church plant parish bank account (sub-account of the ANiC's banking relationship)
5. ANiC Project agrees, that should the project not become an ANiC church plant parish, the funds will be transferred to the ANiC general fund.

Accepted this day of 20

Anglican Network in Canada

ANiC Project XXXXXX

Per:

Per

2) Memorandum of Understanding - Plant

Memorandum of understanding between the Anglican Network in Canada Church (hereafter called ANiC) and its Church Plant Parish (hereafter called Church Plant Parish)

Membership of the Church Plant Parish:

XXXXXX became an ANiC Church Plant Parish effectively dd/mm/yy.

Property:

Church Plant Parish holds all interest, specific, beneficial or otherwise in the physical church property of the Church Plant Parish.

Statement of Faith and Canons:

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Church Plant Parish hereby agrees to uphold and comply with the Declaration of Principles, Constitution, Bylaws and Canons of ANiC, that are in force from time to time. Church Plant Parish acknowledges that as of the date of joining ANiC that it has relinquished any allegiance with the Anglican Church of Canada or another denomination it might have had.

Church Plant Parish Governance:

Church Plant Parish acknowledges that it will be governed by a structure as agreed in writing by the chair of the ANiC Church Plant Committee.

Supervision by Regional Church:

Church Plant Parish acknowledges that it will initially be under the supervision of a regional church. The regional church will provide resources and support. The period of supervision will be determined by the governing structure of the Church Plant Parish, the rector of the regional church and the responsible Bishop.

Appointment of Clergy:

Church Plant Parish clergy are required to be licensed and appointed by the ANiC bishop with authority to make such appointment (under the jurisdiction of the Anglican Province of the Southern Cone and/or the jurisdiction of the Anglican Province of the Anglican Church in North America). Such appointments will be made after consultation between Church Plant Parish and the responsible ANiC bishop.

ANiC Policies:

Church Plant Parish acknowledges that it will adhere and comply with ANiC policies which may be issued from time to time with regard to safety, conduct by volunteers and staff, guidelines for pastoral visits, fundraising, etc.

ANiC Support:

ANiC may provide management and administrative support services for Church Plant Parish based upon requests received by the Church Plant Parish, including access to;

1. Banking relations
2. Group Insurance (Property, Liability, Health benefits)
3. Pension plans
4. Payroll
5. Issuing Charitable receipts

It is understood that some of the support services such as banking and the issuance of charitable receipts is intended to be provided only until such time as the Church Plant Parish is incorporated and becomes an independent registered charity in Canada.

Banking Relations:

Until the Church Plant Parish obtains independent corporate status and registration as a Canadian charity, ANiC will support the operation of the Church Plant Parish through a sub-bank account of ANiC (called "the Parish bank account"). For any such sub-bank account, adequate fiscal oversight and controls must be in place to ensure that operations of the Church Plant Parish are in compliance with the standards and objectives established by ANiC, including:

1. The activities generating revenues and expenditures through the ANiC/Parish branch bank account (the local activities) will be defined, authorized and

- governed by a committee of 4 members (The Church Plant Parish Finance Committee). 2 members will be appointed by the Church Plant Parish and two members will be appointed by the National Director or Treasurer.
2. The Church Plant Parish Finance Committee will at the beginning of each calendar year agree on an annual budget (showing monthly columns) for the local Church Plant Parish activities. The annual budget must be approved by the ANiC Treasurer on behalf of the ANiC Board. The committee will produce a quarterly financial report by the 25th of the month following the quarter, comparing actual financial results with the budgeted data. Church Plant Parish will forward a copy of the monthly bank statements, together with the quarterly report to the ANiC office, attention: Business Manager.
 3. The Church Plant Parish bank account will have at least 4 signing officers incl. the ANiC Business Manager and the ANiC Treasurer , and 2 or more appointed by the local Church Plant Parish,. All cheques shall require 2 signatures. The local Church Plant Parish officers will have the authority to approve expenses and disburse funds up to \$ 5,000 within the budget, except for payments to themselves or any members of the Church Plant Parish Finance Committee. Payments to ANiC in excess of \$ 5,000 for tithes, payroll or payroll expenses are within the authority of the local Church Plant Parish.
 4. All reports from a Church Plant Parish must be compatible with GAAP and with ANiC's annual filing to CRA. ANiC reserves the right to audit such reports.

Charitable Receipts:

Before the Church Plant Parish obtains independent incorporation and registration as a Canadian charity, ANiC will issue donation receipts within 60 days of the end of the calendar year for funds received by ANiC for support of the ministry of the Church Plant Parish and deposited into the ANiC/Parish branch account. The Church Plant Parish treasurer shall record details of monthly donations and deposits received into the ANiC/Parish account, together with all expenses paid from the Parish bank account, and must forward a copy of such records to the ANiC office, attention: business manager, by the 25th day of the month following the end of the month in which the donations were received and expenses paid. ANiC reserves the right to audit such records. ANiC may appoint a signing officer at the Church Plant Parish who will be authorized to sign charitable receipts for donations made to ANiC for the benefit of the Church Plant Parish.

Changes to Document:

This document is subject to revision and update from time to time by ANiC in order to conform to the governing documents of ANiC in force. Any updates and changes will be communicated to the Church Plant Parish by written notice.

Accepted this day of 20

Anglican Network in Canada

Church Plant Parish

Per:

Per

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Rector

Per

Title:

3) Memorandum of Understanding - Parish

Memorandum of understanding between the Anglican Network in Canada Church (hereafter called ANiC) and its Member Parish (hereafter called Parish)

Membership of the Parish:

XXXXXX became an ANiC Parish effectively dd/mm/yy.

Property:

Parish holds all interest, specific, beneficial or otherwise in the physical church property of the Parish.

Statement of Faith and Canons:

Parish hereby agrees to uphold and comply with the Declaration of Principles, Bylaws, Constitution and Canons of ANiC, that are in force from time to time. Parish acknowledges that as of the date of joining ANiC that it has relinquished any allegiance with the Anglican Church of Canada or another denomination it might have had.

Parish Governance:

Parish acknowledges that it will be governed by the Corporation or group of Trustees, whose members are at a minimum the Rector, Rector's Warden and People's warden, or governing equivalence as approved by ANiC.

Charitable Status and Incorporation:

Parish acknowledges that it is incorporated and is a registered charity in Canada, or that it has applied for incorporation and status as a registered charity in Canada, or will do so within 90 days of signing this document.

Annual General Meetings and Reporting to ANiC:

Parish acknowledges that it will hold at least one annual vestry (general) meeting by the end of February of the following year for the approval of reports, financial statements, and budgets, as well as the election of certain Parish officials, including but not limited to the People's Warden and the Church treasurer. Parish acknowledges that it will forward a complete set of reports, financial statements, budgets and draft vestry minutes to the ANiC office attention "National Director" within 30 days of the annual vestry (general) meeting.

Appointment of Clergy:

April 2010

Parish clergy are required to be licensed and appointed by the ANiC bishop with authority to make such appointment (under the jurisdiction of the Anglican Province of the Southern Cone and/or the jurisdiction of the Anglican Province of the Anglican Church in North America). Such appointments will be made after consultation between Parish and the responsible ANiC bishop.

ANiC Policies:

Parish acknowledges that it will adhere and comply with ANiC policies which may be issued from time to time with regard to safety, conduct by volunteers and staff, guidelines for pastoral visits, fundraising, etc.

ANiC Support:

ANiC may provide management and administrative support services for parishes based upon requests received by Parish, including access to;

6. Banking relations
7. Group Insurance (Property, Liability, Health benefits)
8. Pension plans
9. Payroll
10. Issuing Charitable receipts

It is understood that some of the support services such as banking and the issuance of charitable receipts is intended to be provided only until such time as the Parish is incorporated and becomes an independent registered charity in Canada.

Banking Relations:

Until the Parish obtains independent corporate status and registration as a Canadian charity, and upon request by the Parish, ANiC may support the operation of the Parish through a sub-bank account of ANiC (called "the Parish bank account"). For any such sub-bank account, adequate fiscal oversight and controls must be in place to ensure that operations of the Parish are in compliance with the standards and objectives established by ANiC, including:

5. The activities generating revenues and expenditures through the ANiC/Parish branch bank account (the local activities) will be defined, authorized and governed by a committee of 4 members (The Parish Finance Committee). 2 members will be appointed by the Parish and two members will be appointed by the National Director or Treasurer
6. The Parish Finance Committee will at the beginning of each calendar year agree on an annual budget (showing monthly columns) for the local Parish activities. The annual budget must be approved by the ANiC Treasurer on behalf of the ANiC Board. The committee will produce a quarterly financial report by the 25th of the month following the quarter, comparing actual financial results with the budgeted data. Parish will forward a copy of the monthly bank statements, together with the quarterly report to the ANiC office, attention: Business Manager.
7. The Parish bank account will have at least 4 signing officers including the ANiC Business Manager and the ANiC Treasurer, and 2 or more appointed by the local Parish, the ANiC Business Manager and the ANiC Treasurer. All

- cheques shall require 2 signatures. The local Parish officers will have the authority to approve expenses and disburse funds up to \$ 5,000 within the budget, except for payments to themselves or any members of the Parish Finance Committee. Payments to ANiC in excess of \$ 5,000 for tithes, payroll or payroll expenses are within the authority of the local Parish.
8. All reports from a Parish must be compatible with GAAP and with ANiC's annual filing to CRA. ANiC reserves the right to audit such reports.

Charitable Receipts:

Before the Parish obtains independent incorporation and registration as a Canadian charity, ANiC will issue donation receipts within 60 days of the end of the calendar year for funds received by ANiC for support of the ministry of the Parish and deposited into the ANiC/Parish branch account. The Parish treasurer shall record details of monthly donations and deposits received into the ANiC/Parish account, together with all expenses paid from the Parish bank account, and must forward a copy of such records to the ANiC office, attention: business manager, by the 25th day of the month following the end of the month in which the donations were received and expenses paid. ANiC reserves the right to audit such records. ANiC may appoint a signing officer at the Parish who will be authorized to sign charitable receipts for donations made to ANiC for the benefit of the Parish.

Changes to Document:

This document is subject to revision and update from time to time by ANiC in order to conform to the governing documents of ANiC in force. Any updates and changes will be communicated to the Parish by written notice.

Accepted this day of 20

Anglican Network in Canada

Parish _____

Per:

Per

Rector

Rector's Warden

People's Warden

Appendix D. Prelaunch Discussion Guide

- Do you have a ministry plan?
- What are general plans for infants, toddlers, and preschoolers?
- How will you accommodate and minister to youth?
- The flow of worship service. Music style, sacraments
- What will you do about children? Will they be in service? Take communion?
- Set a launch date
- How to create Intercession team
- What will your 1st six months of sermons include?
- What materials will you provide to visitors?
- Explain anything that may be unclear to the non-churched
- Is your new member class ready to accept people?
- How do people get acclimated to your church?
- What are your core beliefs? Vision and mission
- What key relationships needed in community?
- What about the sacraments? Frequency. What about infant baptism?
- What is your budget?
 - How will you collect money?
 - How will you track and account for income and expenses?
 - How will you be accountable for your use of people's contributions?
 - Who will be treasurer? Bookkeeper?
- What will your church's name be? How will it be perceived in the community?
- How will you inform people from the community that you are there?
- How will set up your governance? Elders? Vestry? Voting?
- How is pastoral care handled? By whom?
- If someone has a new idea/ministry/service opportunity how do you discern whether to do or not? Board? Vote? Pastor decides?