

THE REDEEMED CHRISTIAN CHURCH OF GOD, NORTH AMERICA
PARISH PIONEERING AND START-UP MANUAL
YOUR PERSONAL PARISH-TAKEOFF ADVISOR
(With Appendix: RCCGNA - Church Planting and Operational Guidelines)



BY THE RCCGNA RESEARCH DEPARTMENT

RCCGNA HEAD OFFICE, FLOYD, TEXAS
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EXECUTIVE SUMMARY

This manual is intended to give the new Pastor practical advice on how to set up an RCCGNA Parish from the ground upwards. It is not a management and administrative manual on how to run a perfect church, rather it purports to aid the Pastor in thinking through and taking care of some of the mundane issues involved in church planting.

We have taken the advice and directives typically given by the older and more experienced Pastors to young and inexperienced Pastors, and condensed as well as systematized them for easy reference.

This is a **HOW-TO** manual on starting a new church. It answers most, if not all of the questions that the new Pastor wanted to ask the Zonal Coordinator or Parish Pastor just as he / she was being asked to start a church but forgot to do so.

We have taken fifty (50) of the most important issues that give new Pastors headache and converted them into a walk in the park. Now you can relax and look forward to the actual task of running the church and focusing on the Holy Spirit for the great things He will do for you as you embark on your new endeavor.

Be of good cheer! God bless you.

YOUR PERSONAL PARISH-TAKEOFF ADVISOR

Fifty (50) practical tips for the new Pastor planting an RCCGNA Parish

PRE-TAKE OFF

1. Carry your family (spouse and children if any) along with you as you embark on this endeavor. You need their unflinching support as they are the first members of your congregation. Take time to discuss and talk things over with your spouse. Do not assume that he/she will automatically buy-in to the pioneering project simply because you did. Pray with him/her for and about the new Parish.

Life Insurance: RCCGNA provides life insurance for all its serving Pastors. Please see your Zonal Coordinator about this as soon as you start.

2. Please read **THE REDEEMED CHRISTIAN CHURCH OF GOD, NORTH AMERICA (RCCGNA) CHURCH PLANTING AND OPERATIONAL GUIDELINES** very carefully. This document contains certain key policy statements on church planting that all Pastors of RCCGNA need to know. For ease of reference it has been reproduced and attached to this document as an Appendix.

3. Choose a Parish name: This is often received in the place of prayer after seeking the face of the Holy Spirit. It is also advisable to consult the sponsoring Parish Pastor or Zonal Coordinator about the choice of name.

4. What time will the services start and how long will they last for? You need to plan ahead when your services will begin and how long they will last for on Sundays and during the week. It is recommended in RCCG worldwide that weekly services apart from Sundays should hold on Tuesdays for Bible Study (a.k.a. Digging Deep) and Thursdays for Faith Clinic/Prayer Meetings.

5. Location and Venue: There are options of rent, lease, hotel, or purchase. Evaluate each option based on the cost, site accessibility, public transportation, parking space, fire department codes, and municipal zoning requirements.

a.) If you are renting or leasing, remember to change over the utilities (electricity, water, and gas/oil) to the church's name. If the rent or lease amount includes the cost of the utilities this will not be necessary. The utility rates for churches, commercial enterprises, and residential premises are different. When you obtain your tax-exempt status you may want go back to the utility companies to remove the taxes on your statements going forward.

b.) Depending on the state or city, some landlords may demand two to three months' rents as a deposit. If you use the services of a real estate agent you may also have to pay another one to two months' rent as brokerage fee. Be careful how you negotiate your lease agreement.

c.) One quick note: Find out who pays for garbage disposal. Is it the Parish or the landlord? In most places, this expense is covered by property taxes and where this is so, you need not bother about it. You also need to know the days and time for garbage removal in your location.

d.) With renting, there is one cardinal rule to bear in mind. Only obtain premises that your tithe and that of your spouse (if any) can accommodate for the monthly rent. It is important to start small and not be burdened by heavy fixed expenses. Be very careful about obtaining expensive premises. Do not make financial decisions based solely on the expectation of a bailout by your sponsoring Parish, Zone or RCCGNA, in the event of hardship. Be prudent always!

e.) Building Insurance: Some landlords will require you to take out liability insurance on the premises as part of the lease arrangement. It is generally advisable to have some kind of insurance to cover liabilities such as burglary, injuries, etc.

f.) Fire Exit: Most states require that all places used for public gathering (including churches) have clearly marked exit signs and have at least two exits, one each at opposite (different) ends of the room.

g.) Bathrooms: Make sure that there are adequate restroom facilities; at least one separate facility each for males and females. Ensure that there are toilet tissues, paper towels, napkins, soap, air fresheners etc. in the bathrooms. Remember also to place bathroom signs on the walls and doors to point the people to the bathrooms.

h.) Pastor's Office: Endeavor to create room for the Pastor's office – at least a place where he/she may meet with parishioners for counseling and prayers.

i.) Authorization on Location: Consult with your Zonal Coordinator concerning where to situate your Parish. There are concerns about spacing of the Parishes and keeping the 10-minute driving distance between them. Do your due diligence on this and avoid any misunderstanding.

6. Corporate Registration: The process differs from state to state, but essentially you are to file incorporation papers with the appropriate state or local government authority as a nonprofit corporation. In most states you will need the names of three or four officers or trustees. These will usually include you as the Pastor-designate, your Zonal Coordinator and a nominee of the Zonal Coordinator. In filing the incorporation papers for the new Parish, you must adopt the Constitution and Bye-laws of RCCGNA which are available from the RCCGNA website (www.rccgna.org).

7. The 501(c) (3) tax exempt status is issued exclusively by the federal government and it is obtained subsequent to the incorporation process. It is not immediately essential for the Parish take-off but should be obtained as soon afterwards as possible. The formal application for this status is submitted to the IRS in the US (and the C.C.R.A in Canada).

In the US, the federal government advises that this application be filed at the very latest, within the first two years of the entity.

8. Board of Trustees: Specifically selected people form the Board of Trustees. These are those who will share legal responsibility for the affairs of the church as a legally incorporated entity with you as Pastor. Trustees can be selected from within or outside the new Parish, but they must be members of RCCGNA. You may consult the Bye-Laws of RCCGNA for details. There are certain rules that govern their engagement depending on the local/ state government where the Parish is located e.g. the number of times a year that the Board meets etc.

9. Banking issues: Decide well before the first church service where the monies would be banked, and then proceed to open the account so that you can hit the ground running from day one. This also means that you need to start thinking early enough about who the bank signatories would be. At times you may wait to add new signatories if you have to open the account first without knowing fully well who to appoint as signatories.

10. Prepare offering envelopes: Check with the sponsoring-Parish who will often have an existing format/template for the production of envelopes with the Bible quotes encouraging giving, the legal stipulations that explain the reserved rights of the Board of Trustees on the management of church funds etc. Ensure that the new RCCGNA logo is on the envelopes. You may also check the RCCGNA website for sample envelopes.

11. Prepare advert flyers to distribute in the neighborhood: Again, the sponsoring-Parish could help with the production of these flyers and you should energetically circulate them in the area prior to the commencement of the new Parish. The flyers should have the name of the Parish pre-fixed by "**The Redeemed Christian Church of God, North America**". It should also have the Parish location and times of services. Remember to put the Pastor's name and Parish phone number on the flyer.

12. Church signboard with the correct RCCGNA logo and motto: It is mandatory that the new RCCGNA logo appear on the signboard of every Parish. However, the need for a signboard itself may depend on the choice of Parish location. For instance, if the Parish is using a hotel, there may be no room for a signboard. Even then, banners can be used which should also carry the new RCCGNA logo.

13. Continually pray for the Parish and if possible pray at the proposed location. Pray without ceasing. Always depend on the Holy Spirit and not on men or women.

14. Launching Date: Make sure you hold discussions with your sponsoring Parish Pastor and Zonal Coordinator about the inaugural date. Most Pastors prefer to hold the inaugural Parish services at about 3:00pm. This gives time for Pastors and brethren from other Parishes to attend and grace the occasion.

Send printed cards, email invitations etc. and follow-up with phone calls to Pastors and brethren in the area to attend the inaugural service.

15. Refreshments: It is a good idea to arrange for refreshments for those attending the inaugural service. Based on affordability, this is also a good idea even for subsequent services of the new Parish.

16. It is alright to ask your sponsoring Parish Pastor and Zonal Coordinator for assistance in the area of finances, equipment and personnel etc. for the new Parish. Please do not poach members from other RCCGNA Parishes.

SERVICE PREPARATION

17. Altar: This should be kept simple. There can be no burning of candles and incense at the altar, but tastefully placed flowers are acceptable. No special “prayers cloths” are to be placed on the altar. There can be no covering of yourself in “special religious and prayer clothes” while praying or preaching. Keep it simple.

18. If you are not familiar with the conducting of any of the approved services, please learn them fast. What easily “intimidates” the new Pastors are services such as Naming Ceremonies, Baby Dedications, Water Baptisms, House-warming Ceremonies, Weddings, Workers’ Consecration, Holy Communion etc. Talk to your Zonal Coordinator or sponsoring Parish Pastor about these and be clear about those services that your current ministerial ranking allows you to conduct. There are also various RCCGNA manuals of services e.g. the Baptismal Manual which you will need as you win new souls for Christ.

b.) Usually, Holy Communion services are held once a month from the evening hours until 12.00 midnight and offerings are collected during this service. Remember to purchase the Communion platters, cups, non-alcoholic wine, and bread (wafers) for your Holy Communion service.

19. Furniture: Make plans to get chairs and a pulpit (lectern) if you are going to be renting or leasing. If you will be using a hotel, these may be provided but be sure to ask them ahead of time, especially for a lectern.

20. Technical equipment and church telephone: With respect to the telephone you can list your cell phone as the initial church telephone if one is not immediately available. If that is done, remember to change the phone greeting so it will represent the Church and not be too personal. Determine your need for microphones and speakers based upon the size of your congregation.

21. Praise and Worship: Determine ahead whether you will have a startup choir with instrumentalists or if you will be using pre-recorded music. It is okay to also start with a one-person choir. Hymns are an important part of the old time religion and are well

encouraged in RCCG. Pastors in their roles as preachers and leaders of the entire worship service play an important role in the choosing of hymns.

22. Sermon Topics, Preparation, and Recording: Pray for the next sermon as soon as you conclude one. You can also with the guidance of the Spirit, prepare sermons or generate topics several weeks ahead in advance. Avoid the temptation of preaching the sermons of other Pastors. Studying the scriptures regularly, reading widely, praying often, reading and listening to other sermons are some of the ways of preparing yourself to generate your own sermons.

b.) Please avoid using the details, counseling accounts, confidential information, and/or lifestyles of members of your congregation as sermon illustrations. Also, do not use the pulpit to settle personal quarrels or to give individualized therapeutic sessions. You can not use the pulpit as a political campaign soapbox because there are government regulations against churches with tax-exempt status openly campaigning for a political party or candidate.

c.) As soon as possible, start recording your sermons and teachings. The Zonal Coordinator may demand to see/hear them to ensure that you are following the church doctrines in your sermons and teachings.

23. Tithes and Offering: At most services and especially on Sundays, Tuesdays, and Thursdays, tithes and offerings are to be collected. Ensure that there is at least a bag, basket or bowl for that purpose.

24. Ushers: You will need one or two. Make sure their dress code is appropriate and encourage them to smile and be cordial. The Ushers should not be amongst those who bank the offerings. The same people cannot both collect and bank money.

25. Dress code for you and all Workers: Decency, appropriateness, professionalism, and the RCCG tradition are the key guides for you and other Workers, but more often than not, you need to understand that you and your spouse will set the tone.

26. You should produce a Sunday Service bulletin which will contain important information about the Parish, especially the Order of Service. Go through the order of items ahead of time one by one, to check for errors and misstatements.

27. There is an Order of Service manual of the RCCGNA. Be sure to consult it.

28. Sunday School: Typically, Sunday School is held before the main Worship Service, but you need to educate your Parish members that this is an integral part of the service, not only for children or students. Determine whether or not you will be teaching it yourself or someone else will, and ask for a current manual from the RCCGNA. It is compulsory to hold Sunday School in RCCG. Shortly after the Parish has taken off, you will need to purchase bulk copies of the manual from the RCCGNA Sunday School Department for resale to the congregation.

29. Digging Deep (a.k.a. Bible Study): In RCCG worldwide, it is mandatory that Bible Study be held on a weekly basis. In RCCGNA Tuesday is recommended as the Bible Study day and you can get lessons free from the RCCG Worldwide website. You can also prepare studies or use other materials as led by the Holy Spirit.

30. In RCCG, there are Ministers and/or Workers meetings before the Sunday Service where prayers are said and Pastors can pass on information to the Ministers and/or Workers. Determine how long this will be - one hour or thirty minutes? Sometimes, offerings are collected at these meetings and such offerings either go into the Parish purse or into a special account for Workers' welfare.

ROLES DURING THE SERVICES

31. Needless to say, you are the chief preacher, the chief evangelist and, the chief liturgist. This means you have primary responsibility for all that goes on in the Parish even though it is advisable that you delegate authority and functions. Do not monopolize every thing but please note that you must delegate only to those who are competent and are willing to abide by RCCG standards.

32. Ministers and Workers: Outline and prepare the roles the Ministers will play in the Parish operations. Prepare ahead so that you will not be taken unawares. Assign roles to be played by the respective Ministers and Workers before the Services start, especially on Sundays. For instance, assign those who will lead intercessory prayers, take the offering, read the Bible passages (not all RCCG Parishes read the scriptures before the sermon though the preachers always do so as part of the sermon delivery), lead praise and worship etc.

b.) Workers Training: Plan to train Workers as soon as possible if you do not have Workers to start with immediately. There is a Workers Training manual from RCCGNA which you can adapt – ask your Zonal Coordinator for a copy. If you need assistance in this area, your Zonal Coordinator can send a qualified trainer to your Parish for the period necessary to train the new Workers.

33. Setting up Ministries and Departments in the Parish: As soon as you have an appreciable growth start creating Ministries and Departments to build up the church. Especially, think hard and early enough about the Children's church as this may determine whether or not the parents will stay. The Pastor's wife (if the Pastor is male) is automatically the Head of the Children's Department. She may delegate this function, but she is the one primarily responsible for the welfare of the children in the Parish. If the Pastor is female, she needs to appoint a reliable female Worker to oversee this Department. RCCGNA Children's Department is a resource to ask for advice and seek training for your Children's Department Workers.

34. Define roles and responsibilities from the onset i.e. have an idea of your desired structure even when there are no takers yet. For instance, decide on how to run the Men and Women's Fellowships, what roles are to be played and for how long, etc.

AT THE END OF A SERVICE

35. Relating with first time guests/refreshments: Plan to specially recognize those worshipping with you for the first time as a means of making them feel welcome and comfortable. Encourage members to be friendly towards them. If it can be afforded, serve light refreshments at the end of every Service to guests and new members. You can set up a Welcome Team, even if at the beginning you have only one person. Always keep an eye over the entirety of this process. Treat all newcomers with excellence for your church growth may depend on it.

36. Counting people: Prepare the Ushers to take a head count at every service and keep the records of how many people are in attendance. They should be counted in the following categories - Men, Women and Children. Children are considered to be those below the age of eighteen.

37. The new Parish needs a Treasurer almost as soon as possible. As much as can be avoided, the Pastor should not be the Treasurer, counter of offerings, banker of the money, and also the signer of checks all at the same time. Find trusted Workers and educate them on the seriousness of these roles.

38. Counting money and the recording of offerings and tithes: Pay immediate attention to how this is set up and develop a solid recording system. As soon as practicable you should buy the approved software -*PowerChurch*, and a laptop.

39. Banking of money: Ushers should collect the offerings and count them under supervision before handing over to the counters. That way there are at least two independent records of the collections. Under no circumstances should the Ushers carry out the first count alone without an independent supervisor. Give instructions for the collections to be banked at the earliest time possible and keep an eye on the entire process yourself.

40. Counseling those who come for advice: As soon as possible, tell the congregation that you are available for Christian and Biblical Counseling, setting the time that you will be available. For a new church, counseling may take place at the members' home. Please ensure that you always pray for them. When counseling the opposite sex, be sure to take necessary precautions.

b.) Please do not counsel or pray with a member of the opposite sex alone in the church or at home. Make arrangements for an adult to be around – but out of earshot. As much as possible the Pastor's office should have a transparent glass panel on one side so those outside the office can see inside without necessarily hearing the discussions and prayers going on. It is important to guard your reputation and that of RCCG as a whole.

41. Visitation: Plan to visit members at home and be readily available for all the after-service needs of the congregation as much as your schedule permits. This is very crucial

and all visits must be on time and be brief. Do not visit a member of the opposite sex alone at his or her home.

42. Evangelism - cold and targeted: Cold evangelism calls are not out of fashion but you must make sure you also target groups of people. That way you can more easily focus your effort within the community and on potential church members.

CULTURAL ISSUES

43. It is important to pay attention to the cultural sensitivities of the members of your congregation. Do not conduct services and meetings (or part thereof) in languages that exclude some members of your congregation. The examples and humor you put into your preaching must also be culturally sensitive.

44. Without denying who you are, dress in ways that are culturally inviting and spiritually uplifting to all. Dress professionally all the time.

45. In your decision-making be inclusive without compromising the standards of the Bible and RCCG. It is important to set the right cultural tone from the beginning.

REPORTING ISSUES AND RELATIONSHIP WITH RCCGNA HEAD OFFICE

46. You are to send monthly progress reports to your Zonal Coordinator. Remember to get soft (electronic) copies of the Report forms from your sponsoring Parish Pastor or Zonal Coordinator. Complete and send them to the Zonal Coordinator (or Assistant Zonal Coordinator as the case may be) on or before third of the new month. There are three of such reports: Remittance, Progress, and Pastor's reports.

47. Your monthly remittance (for a new church is 10% of all tithes and offerings) is to go to Dallas, Texas before the seventh of the new month. This remittance starts from your first month of inception with your checks issued to RCCG, North America and mailed to: **The Redeemed Christian Church of God, NA, P. O. Box 975608, Dallas, TX 75397-5608**. After two years your monthly remittance becomes 20% of all tithes and offerings.

48. Set money aside for the Convention and Ministers' Conference levies. Checks for these likewise go to Dallas and are also written in the name of RCCGNA.

b.) Attending the Annual RCCGNA Convention (in June) and Ministers' Conference (in October) is mandatory for Pastors, Ministers, and Workers. In addition to these there is a Leadership Conference in April, a Men's Conference in August, and a Female Leadership Retreat in February every year. These Conferences and Meetings are intended to build up leaders and members of RCCGNA spiritually. Please make every arrangement to attend.

c.) Out of the monthly Thanksgiving offering, 10% is required to be set aside every month and forwarded to African Missions North America through the Zonal Ombudsman. This is a mandatory financial levy.

49. Incorporation papers and tax exemption registration documents are to be sent to your Zonal Coordinator who will in turn send them to the Head office in Dallas, Texas.

50. When you have sent in your first remittance to the RCCGNA Head Office, you may now ask for the church-planting grant. This ranges from \$5,000.00 to \$10,000.00 spread over six to twelve months. Parishes started between July and December 2010 will receive \$10,000.00 to be disbursed in installments of \$1000.00 per month for ten months. Those that fall outside this time period will receive \$5000.00 paid in six installments of \$1000.00 each month.

APPENDIX

THE REDEEMED CHRISTIAN CHURCH OF GOD, NORTH AMERICA (RCCGNA) CHURCH PLANTING AND OPERATIONAL GUIDELINES

VISION / MISSION STATEMENT

As received by the General Overseer, Pastor E. A. Adeboye, and communicated to the leadership of RCCGNA, our vision and mission statement shall remain intact with the qualifying addendum in view of the peculiarities of the demographics of the North American region. They are as follows:

1. To make heaven.
2. To take as many people with us.
3. To have a member of RCCG in every family of all nations.

To accomplish objective No. 1 above, holiness will be our lifestyle.

To accomplish objective No's 2 and 3 above in North America and the Caribbean countries, RCCGNA will plant as many Parishes as possible in every city and town but no closer than within *ten minutes driving distance* of an existing RCCGNA Parish in any city and town. We will pursue these objectives until every nation in the world is reached for the Lord Jesus Christ.

To achieve these objectives, the following shall be our policy and guidelines for church planting in North America.

1. STRATEGIES

Church planting has been identified as the most effective way to reach new people. The Christian community will grow or decline depending on the degree of effort given to the planting of new churches. Consequently, RCCG has adopted church planting as its growth strategy. To accomplish the vision of RCCG, we must intensify evangelism at the local Parish level using various means of evangelism such as:

- a. One-verse evangelism;
- b. Special outreach programs during the holidays and at community events;
- c. Personal evangelism using Operation Andrew;
- d. Holy Ghost Services at Local, Area, State and Zonal Levels;
- e. Special Seminars that could be of interest to your community and where opportunities can be seized to win souls;
- f. The establishment of Home Fellowship Centers.

2. METHODOLOGY

Church planting within RGGGNA will be a collaborative effort at every level i.e. Local Parish, Area, Zonal and National. RCCGNA at the Head Office provides support, guidance and resources to every Parish or identified Church Planter. The methodology will be as follows:

- a. Prayerfully identifying a location, city or community fertile for church planting.
- b. Setting up a prayer team/group to intercede for the proposed Parish. We must see the church planting effort as a spiritual activity and therefore must fast and pray for the location, city or community for grace and enablement to evangelize and possess the location, city or community for the Lord.
- c. The new Parish could start as a House Fellowship in a home or in any other location appropriate for the initial takeoff. It is critical to ensure that necessary things are in place and that the Fellowship has reached a sizable number before starting a regular Sunday Worship Service.
- d. A mature House Fellowship may metamorphose into a regular Sunday Worship Center.
- e. Members won to Christ at an organized Crusade or Seminar may be assigned a Minister to pioneer a Parish in the neighborhood.
- f. A group of brethren living in the same area of a town may be sent forth from a growing Parish and appointed a Minister to pioneer a Parish in their area of town.
- g. Any chosen method of church planting under any circumstance may fulfill the 10 minutes driving distance provision from an existing RCCGNA Parish.

3. MEMBERSHIP

Membership shall be open to all who willingly have submitted themselves to learn at the feet of our Lord and Savior Jesus Christ, without any hesitation / reservation to the teachings as contained in the doctrines of The Redeemed Christian Church of God and as derived from the Holy Bible (please refer to the fundamental tenets of RCCGNA).

4. SERVICES

The members of the congregation shall meet for regular religious services every Sunday. The scheduled mid-week programs such as Bible Study (Digging Deep), Prayer Meeting, Night Vigil etc. shall be determined by the Parish Pastor as agreed with the Parish Ministers / Workers. Further, it should be emphasized that our church (RCCGNA) is a multi-cultural church and our services must be conducted in a manner that will attract all people of nationalities among whom we dwell.

5. ADMINISTRATION/MANAGEMENT

The administration and management of each Parish shall be the sole responsibility of the Parish Pastor. In filing the incorporation papers for the new Parish, every Parish must adopt the Constitution and Bye-Laws of RCCGNA which are available from the RCCGNA website (www.rccgna.org). The Parish Pastor is both the spiritual and administrative head of the Parish although assisted by other relevant organs / committees of the Parish as stipulated by the Constitution / Bye-Laws of the RCCGNA. The Parish must adopt sound administrative and financial principles based on sound doctrines to ensure compliance with the laws of the land and to be of relevance to its congregation and the community at large.

6. APPOINTMENT OF A PARISH PASTOR (PASTOR - IN - CHARGE)

- a. The Chairman, RCCGNA - Board of Coordinators, Zonal Coordinators, Area Pastors, or Parish Pastors of existing Parishes may with the guidance of the Holy Spirit appoint an already ordained Pastor or a dedicated and tested Parish Worker from within the congregation to become the Parish Pastor of a new Parish. Such a person's background, moral and religious character, ministry training received etc. must meet the required RCCGNA standard. In addition, the selection process should also identify the gifting of God upon such a person in relation to pastoral calling, leadership qualities and organizational / administrative abilities, which are all necessary qualities to be successful as a church leader.
- b. Further, the legal status of the proposed Parish Pastor designate must be ascertained. For instance, it is a violation of immigration regulations in the United States (U.S.) for anyone who is not a permanent resident (Green Card holder) to start missionary work in the U.S. Under no circumstance should non-residents be proposed as Parish Pastors. Any individual proposing to carry out missionary work / plant a church must regularize their immigration papers from their home country before being allowed to pastor a Parish. Where there is any concern or comment in this regard, the office of the Chairman, RCCGNA Board of Coordinators should be contacted for clarification or approval as the case may be.
- c. A letter of appointment shall be issued to define the roles, responsibilities and the limitations of the Parish Pastor. A standard letter of engagement shall be developed and ratified by the RCCGNA Board of Coordinators. Parish Pastors may be promoted and / or moved / transferred from one Parish to another by their Zonal Coordinator or by the Chairman, RCCGNA - Board of Coordinators.

7. TRAINING

RCCGNA has existing structures in place aimed at training and re-training its Pastors / Leaders. Where there is a training need for incoming / pioneering Parish Pastors of new Parishes, the Redeemed Christian Bible College (RCBC) and the Redeemer's Leadership Institute (RLI) will organize inductions / training programs to meet such needs.

8. LOCATIONS

Locations and venues shall be determined by the sponsoring Parish / Area / Zone based on the neighborhood of targeted souls, proximity and financial capacity. Another consideration for planting a Parish and the choice of location could be the distance travelled by members from that location to the nearest established RCCGNA Parish.

9. IDENTITY AND LOGO

For quality and uniformity of identity purposes, the RCCGNA logo has been registered and trademarked by the Federal Government (United States and Canada). Additionally, RCCGNA is making efforts to have a patent right over the name "**The Redeemed Christian Church of God**". This will prevent unauthorized / fraudulent use of the name and logo of the Church. Consequently, every parent Parish should give the

Pastors of the new Parishes the authentic RCCGNA logo for use on stationery, billboards and other promotional items. It must not be modified.

10. OVERSEAS/INTER-ZONAL CHURCH PLANTING

- a. Permission and recommendations of the Chairman, RCCGNA - Board of Coordinators or the Zonal Coordinator in charge of a particular location must be obtained before any Parish or individual from outside the Zone or from another North American and / or Caribbean country (foreign Parishes) can plant a Parish in the region.
- b. Where there is an inter-zonal church planting endeavor, the pioneering sponsoring Parish or Zone shall be responsible for supporting the new Parish for a period of twelve (12) months. During this period, the new Parish shall also be accountable and report to the pioneering sponsoring Parish / Zone. The new Parish however could fellowship and attend the Zonal meetings of its geographical location. After the twelve month period, the sponsoring Parish / Zone shall formally transfer the new Parish to the Zonal Coordinator having jurisdiction over the geographical location of the new Parish, except where otherwise instructed by the Chairman, RCCGNA - Board of Coordinators.

RELOCATION OF PASTORS

Ministers who relocate from within North America or outside the region must report to the Zonal Coordinator having jurisdiction over the geographical location of the new Parish. Referral letter(s) must be obtained from his / her last Parish / Area Pastor. Such a person's status must be validated and antecedents examined before being considered for a posting. This is imperative in order to avoid harboring a person of dubious character, or one who may have been suspended or expelled from somewhere else.

11. CERTIFICATE OF FORMATION / INCORPORATION

Every RCCGNA Parish must be a corporate entity registered as a nonprofit corporation under the applicable laws of the relevant state and as a section 501 (c) (3) of the Internal Revenue Code of the United States (C.C.R.A in Canada). The Registration / Incorporation application forms must be signed by the Parish Pastor designate, the Zonal Coordinator and a third nominee of the Zonal Coordinator as the pioneer Directors / Trustees for the new Parish, depending on the requirements of the applicable state. The new Parish must also apply to the IRS (C.C.R.A in Canada) for Tax Exempt status after its formation / incorporation as a nonprofit corporate entity. Copies of the incorporation and tax exemption registration documents should be forwarded to the Head Office in Dallas and Central Office in Ottawa respectively.

12. INAUGURATION & DEDICATION

Formal inauguration should be held within 3 months of commencement subject to the attainment of a minimum of 20 regular adult members while 50 regular adult

memberships must be attained before the Parish can be dedicated. ONLY the General Overseer or his nominee can conduct a dedication event.

13. SUBVENTION / FINANCIAL ASSISTANCE

- a. It shall be the primary responsibility of any (sponsoring) Parish, Area or Zone planting a new Parish to provide all setup costs including rent for a minimum period of six months, provision of basic facilities such as drums & musical equipment, public address system and other furniture or equipment considered necessary for a smooth take-off of a new Parish.
- b. RCCGNA will support a new Parish with a \$5,000 grant which shall be a bonus to such new Parish to meet other needs. It should be noted that the grant shall be paid in monthly installments of \$1,000. The application for the grant must be within the first six months after the birth of the new Parish, and after satisfying the requirements of (1) the remitting of 10% of the new Parish's tithes and offerings for 3 consecutive months, (2) the submission of copies of incorporation papers to the Head Office in Dallas, and (3) a signed and dated letter by the Board of Trustees that it shall be bound by the RCCGNA bylaws.
- c. Please note that the incorporation papers must include in its purpose clause, a provision that in the event of dissolution, all properties of the church will revert back to RCCGNA.
- d. For Parishes planted between July and December 2010 only, the grant from RCCGNA shall be \$10,000 disburseable at the rate of \$1,000 per month for ten months. In addition, basic musical equipment will be provided by RCCGNA for Parishes planted in virgin states between July and December 2010. RCCGNA has put arrangements in place to centrally procure these equipments and later distribute to the new Parishes.
- e. RCCGNA under the leadership of the Chairman, RCCGNA - Board of Coordinators has the prerogative to prioritize the order of payment of this grant based on need or other interests of the Mission at large. Disbursements will not necessarily be on a first come first served basis.
- f. Where a new Parish is so blessed that it becomes financially buoyant within a short period of its existence, it will not be mandatory for RCCGNA to pay the \$5,000 / \$10,000 grant as such fund could be channeled to other areas of need in the best interests of RCCGNA.
- g. While a baby Parish is still under one year old and is facing financial difficulties, financial assistance could be sought from the sponsoring Parish being that it is morally and spiritually bound to come to the rescue before help could be sought elsewhere.

14. PASTORS' ALLOWANCE

For Full Time Pastors (Missionary Pastors):

- a. Where there is a dire need, which must be proven, RCCGNA shall provide an additional support for a new Parish by paying a full time Parish Pastor a monthly

allowance of \$1,200.00 for a maximum period of six (6) months after which the Parish itself shall take over the responsibility. Where the baby Parish is self-sustainable, RCCGNA may cease to pay the allowance before the end of the six month period.

- b. Where after six months, the Parish has still not grown or become financially independent to pay the Parish Pastor's salary, RCCGNA shall re-evaluate the situation and may continue to pay the salary or part thereof.
- c. The sponsoring Zone / Area / Parish shall be responsible for the Parish Pastor's accommodation for six months and thereafter transfer the responsibility to the new Parish. This assistance however could be extended beyond six months where the new Parish is unable to take up the responsibility and this may continue for as long as the sponsoring Zone / Area / Parish is able.
- d. Where a missionary pastor is posted to a virgin state (i.e. a state without an existing or less than three RCCGNA Parishes) such missionary Pastor shall receive the monthly allowance of \$1,200.00 for a period of six months. Any request for an extension after this period will be considered on a case by case basis.
- e. Every financial support from RCCGNA is contingent upon the compliance of the new Parish with the applicable remittances which are payable from the first month of operation. Failure to send remittances to RCCGNA automatically forfeits such financial assistance/support.

For bi-vocational pastors:

- a. If the need arises RCCGNA shall also pay the same allowance of \$1,200.00 for a maximum period of six months during which the Pastor is expected to have settled down to a job to support self / family.

15. MONTHLY REPORTS AND REMITTANCE

Newly planted Parishes must comply with the remittance requirement from their first month of commencement. Remittances are to be forwarded to RCCGNA through the Chief Financial Officer, P.O. Box 975608, Dallas, TX 75397-5608. The remittance requirements are as follows:

- a. Parishes under one year shall remit 10% of tithes and offerings.
- b. Parishes between one to two years shall remit 15% of tithes and offerings.
- c. Parishes that are two years and above shall remit 20% of tithes and offerings.

Other progress reports are to be forwarded to the respective Zonal Coordinators with copies sent to the sponsoring Parish for supervision within the first year.