



COLORADO BAPTIST GENERAL CONVENTION

STATE MISSIONS POLICIES AND PROCEDURES

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VISION AND PURPOSE

The Colorado Baptist General Convention (CBGC) seeks to saturate Colorado with the Gospel of Jesus Christ so that every person living in or visiting Colorado will have the opportunity to hear and respond to the Gospel and participate in a New Testament church. Our purpose is to assist CBGC churches and individuals in responding to the Acts 1:8 challenge in our state.

The Colorado Baptist Missions Team consists of the Intercultural Missional Church Team and the Church Planting Team each led by a State Director of Missions (SDOM).

Policies & Forms are online at www.saturatecolorado.com/downloads

PRAYER

We are totally dependant upon God to accomplish the missions task in Colorado. Luke 10:2 instructs believers to pray to the Lord of the Harvest to send forth laborers into the harvest field. The procedures listed below indicate our internal processes, which should occur subsequent to prayer and in response to God's leadership.

ASSOCIATIONS

The Colorado Baptist General Convention and associations operate as autonomous entities who partner together to assist churches and individuals in participating in ministry via Southern Baptist missionary programs.

MINISTRY COORDINATION

Recognizing that the association is the closest to the field, requests for funding, supervision, and delivery of resources (financial and otherwise) should be conducted in conjunction with the association.

ASSOCIATION ASSIGNED MISSIONARIES

The Executive Director is responsible to coordinate placement North American Mission Board (NAMB)/CBGC jointly funded missionary personnel. In many cases, missionary positions will be assigned to associations to enhance the work of the association. A Missionary Agreement will be established between the CBGC and associations to communicate job description, financial partnerships, and length of assignment.

As associations become stronger and more churches are planted, associations are encouraged to develop self-sustaining financial systems allowing Colorado Baptists to maximize the use of jointly funded missionary positions.

MISSIONS TEAM

POSITIONS

The missionary task of Colorado Baptists relies upon God-called "laborers" in the Colorado harvest field. We believe that every Christian has a missionary responsibility of prayer, evangelism, discipleship, and church participation. We also recognize that the Lord will raise up leaders to perform needed mission roles.

Missionaries are to have a specific ministry field assignment and a written job description, which has been approved by the Executive Board of the Colorado Baptist General Convention. These missionaries lead Colorado Baptists in the development and implementation of our mission task.

Jointly Funded Missionaries

The source of missionary funding is given by local churches through the Cooperative Program and special missions offerings. In most cases, missionaries will be funded in cooperation with the association, CBGC, NAMB, and with churches in some situations. When this applies, missionaries are subject to the NAMB Missionary Personnel policies and are to lead in implementation of the CBGC Missions strategy within their assignment.

ASSOCIATIONAL DIRECTOR OF MISSIONS (ADOM)

The ADOM is responsible for directing an effective missions strategy in the association by assisting churches in evangelism, church health, church planting, leadership development, and denominational cooperation. In most cases the Church Planter Strategist (CPS) role has been assigned to our ADOM's to emphasize our priority of church planting.

Selection Process: When a vacancy occurs, the CBGC will work with associational leadership to determine the job description, selection criteria, and budget for the jointly funded position.

The association will lead in the selection process using the agreed upon criteria. Candidates have to be approved by the CBGC Executive Director prior to submission to the association or NAMB for their approval process.

Supervision Process: ADOMs/CPS will be supervised locally by approved association systems and by the State Director of Missions or designee.

Ministry support: Associations are encouraged to increase their level of financial support for the travel, operations, and salary for the ADOM role. All associations are responsible for providing a 10% annuity benefit for assigned missionaries unless otherwise negotiated.

Point of Contact: ADOMs are the primary point of contact between the CBGC and the association. They have the expectation to communicate with their own administrative and mission committees about all missionary and funding requests and the implementation of every active ministry project and/or appointed/approved missionary.

Partnership: ADOMs serve with the CBGC on the State Leadership Team.

CHURCH PLANTING STRATEGISTS (CPS)

The CPS is responsible for developing and implementing an effective church planting strategy for an assigned geographical area (usually an association) or ethnic group. Strategists are encouraged to raise up indigenous Church Planting Missionaries to assist in their ministry task. Strategists are also responsible to enlist and equip church planters and church planting sponsors and partners to assist in strategy implementation.

CHURCH PLANTING MISSIONARY (CPM)

The CPM is responsible for working within a defined people group or area to network people for evangelism, to start evangelistic small groups (which can become churches), and to identify and equip leaders for church planting.

CHURCH PLANTER

The Church Planter is responsible for planting and leading one congregation for the purpose of reproducing other churches. In rare cases, CBGC may utilize a jointly funded missionary role as a church planter.

CHURCH PLANTING APPRENTICE

The Church Planting Apprentice is responsible for serving on a church planting team and developing a strategy for a new church plant which can be implemented upon the completion of the apprentice term.

CONVENTION MISSIONARY

The Convention Missionary is responsible for serving on the state team to implement certain aspects of the State Missions Strategy.

SUPERVISION

Every missionary will have an assigned supervisor who will monitor ministry progress via regular communication and monthly ministry reports. Supervisors will be provided with a written job description. They are to recommend any changes to the job description to the SDOM as needed. The supervisor is responsible for conducting an annual review.

Supervisors are expected to receive supervision training provided by the CBGC.

ORIENTATION

All missionaries and funded church planters are to receive ministry orientation by the CBGC and supervisor. Jointly funded appointed missionaries also are required to attend Missionary Orientation provided by the NAMB.

Supervisors are responsible for scheduling the orientation within the first 30 days of their missionary's approval or appointment.

PROFESSIONAL DEVELOPMENT

CBGC has a responsibility to assist missionaries to develop personally and professionally. During the annual review, missionaries and supervisors will establish a professional development plan, which will include personal and professional objectives for the upcoming year.

The missionary is expected to participate in training opportunities provided by the convention as approved or requested by their supervisor.

MONTHLY MINISTRY REPORT

All missionaries and funded church planters are to submit monthly ministry reports via the tracking website – www.cotracking.org. The purpose of having a tracking system is to celebrate high points of ministry and to be aware of needs that missionaries and church planters have as they develop. Additionally, the reporting system is useful in stewardship discussions regarding church planting in Colorado.

COMMUNICATION

The best environment for communication with church planters is in the context of personal relationships. The Church Planter Strategist should closely monitor all areas of the church plant and planter regardless of funding.

REVIEW/MONITOR INFORMATION

Church Planter Strategists are expected to review online monthly reports for their church planters and respond to the needs and prayer requests of the planter with appropriate feedback. It is imperative that the church planter knows his monthly reports are being read and that his concerns are being considered and prayed for.

The SDOM also monitors reports and will respond accordingly.

CBGC will assist the Church Planter/Church Planting Missionary in completing the online reports and information if language or computer skills are a barrier. Reports can also be faxed or mailed to the state office.

ANNUAL MINISTRY REVIEW

All missionaries and church planters are to have an annual review conducted by their immediate supervisor. Results of the annual review are to be sent to the SDOM for review and confidential archival in the missionary's personnel file. All convention missionaries will receive an annual review conducted by their immediate supervisor.

VACATION AND SICK LEAVE

All missionaries and church planters are to develop a practical vacation and sick leave policies with the local organizations they are assigned to. The responsible entities are encouraged to take into account the number of years of ministry experience.

OUTSIDE EMPLOYMENT

Full time missionaries are not to have outside employment without approval of the supervisor and SDOM. In some cases, missionaries will serve a church or association and have other responsibilities.

Missionaries are allowed to serve in interim ministry roles upon approval by the immediate supervisor.

Missionaries are allowed to receive honorariums for their ministry.

TERMINATION

In the event of a personnel violation of the Guidelines and Policies or poor work performance, local, association, state convention, and NAMB supervisors will confer and seek agreement as to the disciplinary measure. However, it is the right of any autonomous entity to choose to exercise disciplinary measures it deems necessary, to include probation or termination.

CBGC is a Christian agency and seeks redemption in resolving all disputes. However, there are infractions which will result in immediate termination.

CHURCH PLANTING

CHURCH PLANTING PROCESS

CBGC recognizes that church planting methods and models will differ in order to contextualize ministry in Colorado communities. In partnership with the NAMB, four primary processes are to guide our missions personnel in church planting activity.

AWARENESS

Our missionaries are to assist in helping churches and individuals become aware of the lostness in our state and of opportunities for evangelization and church planting. Awareness building activities may include:

- Demographic and community studies
- Vision tours and luncheons
- On Mission Celebrations
- Speaking in churches
- Prayer walking / Strategic prayer emphasis

ENLISTMENT

Missionaries are to invite churches and individuals to participate in church planting. Specifically, missionaries are to enlist sponsoring churches and church planters. The selection process for church planters should include a behavioral assessment, reference checks, and covenant agreements.

EQUIPPING

CBGC seeks to equip Colorado church planters and sponsoring churches for effective church planting activity. Missionaries are expected to provide consultation to churches interested in sponsorship. CBGC provides equipping opportunities for church planters. All planters are expected to participate in Basic Training for Church Planters unless arrangements for other suitable training are determined.

CBGC will also provide planters access to trained church planting mentors and supervisors.

MULTIPLICATION

It is the desire that every church in Colorado learn how to multiply as they reach more people for Christ. Our missionaries are to assist churches in their multiplication strategy.

RESOURCING FOR CHURCH PLANTING

The CBGC seeks to provide resources for church planting. Financial resources are made possible by the Cooperative Program. All recipients of financial resources are expected to be supportive of the Cooperative Program as demonstrated by participating in Cooperative Program giving.

Additionally, financial assistance provided by the CBGC is intended to supplement resources given by other individuals, churches, and local associations.

There are three primary sources of funding to assist with church planting. Details of each program are outlined below.

CONGREGATIONAL ASSISTANCE

These funds are provided through the cooperative program and are subject to NAMB and CBGC policies.

STATE MISSIONS OFFERING

These funds are provided by Colorado Baptists and are subject to CBGC policies.

PROJECT ASSISTANCE

Projects can be funded using different sources depending on the project.

CREDENTIALING

Missionaries are to assist church plants to become self-supporting and self-governing. New churches are invited to adopt a constitution, legally constitute in the state of Colorado, and seek cooperation with their local association and state convention.

Missionaries are to assist church plants in the development of their articles of incorporation, budget, and affiliation requests.

REPORTING AND TRACKING

All church plants are expected to complete the Annual Church Profile. Additionally, Missionaries are required to report on progress of the new church at www.cotracking.org.

COOPERATIVE AGREEMENT

If a church ceases to be a cooperating Southern Baptist Church, the members of the church agree to repay the CBGC the missions dollars previously granted. The repayment time frame is immediately upon withdrawing from the convention.

NICY MURPHY OFFERING FOR STATE MISSIONS (SMO)

SOURCES FOR THE FUND:

Members of the Southern Baptist Congregations in Colorado contribute annually (January 1 to December 31) to a special offering specifically designated for missions and ministries in Colorado.

PURPOSE OF THE OFFERING:

This offering is designed to assist churches, church type-missions, associations and the state convention with projects, special events, activities and resources to fulfill their mission in Colorado. These funds are not to be used to supplement operating budgets.

CRITERIA FOR RECEIVING STATE MISSIONS FUNDS:

1. The receiving congregation shall be a cooperating Southern Baptist Congregation in fellowship with a local association and the Colorado Baptist General Convention (CBGC).
2. The receiving congregation shall have been a contributor to the Nicy Murphy Offering for State Missions in the year for which the offering is being allocated, unless there are mitigating circumstances that warrant the suspension of this requirement.
3. Requests for special events, activities, projects and resources shall be consistent with the association and state strategies for growing and strengthening churches.
4. The receiving congregation agrees to send a report evaluating the impact of the event, activity, project, or resource within 30 days of its completion to the NAMB Specialist in the Finance and Operations Team of the CBGC, and to the Associational Director of Missions (ADOM).

PROCEDURES FOR REQUESTING STATE MISSIONS OFFERING

A local church initiates the request for assistance with the ADOM or the mission processing entity in the association.

The ADOM will explain to the receiving congregation the policies and procedures for receiving funds from the Nicy Murphy Offering for State Missions. The ADOM will be available to assist the congregation in completing the Project Request Form.

The local association approves the request in accordance with procedures determined by the association. The ADOM or an authorized associational officer will submit the request to the NAMB specialist in the Finance and Operations Team of the CBGC by the last Friday of November and March in advance of the Executive Board meetings in January and May.

The NAMB specialist will review the requests to be sure that all documentation has been submitted and prepared for presentation to the CBGC Team Leaders. Requests with incomplete documentation will be returned to the association for completion.

The CBGC Team Leaders will review the requests in an arranged meeting and prepare the requests to be submitted to the Executive Board of the CBGC. CBGC Team Leaders will prepare and attach a background evaluation for each request.

Executive Board Action

A CBGC Team Leader will present all requests to the Executive Board of the CBGC, at which time the Executive Board will approve or decline these requests. The Executive Board may send a request back for further clarification.

Requests for assistance will be limited to a maximum of \$2,000 per year for each mission or congregation. If a sponsoring church has a mission that is over a year old then that mission must request its own Nicy Murphy funds and fall under the criteria listed above, if a mission is less than a year old then the sponsoring church will request Nicy Murphy funds.

In the event that the Executive Board of the CBGC approved requests exceeding the available funds, the allocations will be based on the following formula. (Divide the total of requested funds into the total of available funds, then multiply each request by this percentage.)

To ensure funds are available throughout the year seventy-five percent (75%) of the offering will be available for January disbursement, the remainder will be disbursed in the May meeting.

Upon approval by the Executive Board the NAMB Specialist will release the approved funds to the receiving congregation.

COOPERATIVE AGREEMENT

If a church ceases to exist as a cooperating Southern Baptist Congregation, the members of the congregation agree to repay the Colorado Baptist General Convention for any missions funds received during the five years prior, immediately upon cessation as an SBC cooperating congregation.

EXCEPTIONS

The Team Leaders, with the approval of the Sub-Finance Committee of the Executive Board, are authorized by the Executive Board to expend funds between Executive Board meetings when it appears that the Holy Spirit is moving in one of our congregations and that congregation needs assistance. The Team Leaders will report these expenditures to the Executive Board at the next scheduled meeting.

In rare circumstances and upon consultation with the ADOM a receiving congregation may submit a request for assistance asking for exception to the policy.

CONGREGATIONAL ASSISTANCE (CHURCH PLANTING ASSISTANCE)

SOURCES OF FUNDS:

The Cooperative Program contributions from churches in the CBGC are merged with mission gifts from NAMB, SBC. The matching percentage ratio is predetermined by a Cooperative Agreement between the CBGC and the NAMB. This Cooperative Agreement is reviewed periodically by the Executive Director-Treasurer of CBGC and the Regional Coordinator of NAMB. The current percentage ratio is 87% NAMB and 13% CBGC.

PURPOSE OF CONGREGATIONAL ASSISTANCE FUNDS

The congregational assistance funds are designated to provide financial assistance related to the beginning and development of new congregations.

CRITERIA FOR APPROVAL FOR ASSISTANCE

GUIDELINES FOR CONGREGATIONS RECEIVING ASSISTANCE.

Congregational Assistance funds are intended for the purpose of starting and growing new congregations. A new congregation is defined by NAMB as congregations less than five years old. However, churches older than five years may receive assistance for a short term in extreme emergency circumstances.

1. The requesting congregation shall be a cooperating Southern Baptist Congregation in fellowship with a local Association, the CBGC and the Southern Baptist Convention.

A cooperating church is one that:

- Contributes financially to world missions through the Cooperative Program;
 - Reports annually through the Annual Church Profile;
 - Participates in associational and state convention events.
2. The receiving congregation will have written growth plans defining measurable goals in the areas of evangelism, discipleship, ministries and stewardship.
 3. The receiving congregation will have a written description of the people group or the community where the ministry will be located.
 4. All funding is approved for a calendar year ending on December 31. For funding to continue into a new calendar year a new request must be submitted.
 5. Approved funds will be made payable to sponsoring churches unless the convention is notified in writing by the sponsoring entity to send the check to a different account.
 6. Pastor/church leader agrees to submit a monthly report of ministry activities to the association and the convention.

GUIDELINES FOR PASTORS/CHURCH PLANTERS OF CONGREGATIONS RECEIVING SUPPLEMENT.

1. Pastors/Church Planters of congregations receiving salary supplement will need to complete appropriate forms provided by the Personnel Team of the NAMB and receive NAMB approval prior to receiving funds. (PIF)
2. Pastors/Church Planters and spouse shall demonstrate a valid Christian experience and a commitment to Jesus Christ and His church. They must practice a strong moral life and a vital Christian witness.
3. Pastors/Church Planters shall affirm his doctrinal beliefs are consistent with the most current Baptist Faith and Message statement approved by the SBC.
4. Pastors/Church Planters and spouse shall have a history of handling their personal finances responsibly.
5. Pastors/Church Planters and spouse shall be active members of a Southern Baptist Church in fellowship with their local association, state convention and the Southern Baptist Convention.
6. Pastors/Church Planters must be a legal resident of the United States of America. Non-U.S. citizens must have a resident status that permits them to work in the United States. All recipients shall complete and have on file at the ministry location/church the U.S. Government Form I-9, Employees Eligibility Verification.
7. Pastors/Church Planters shall be willing to work along side a supervisor who has been trained in the art and science of supervision. Pastors/Church Planters shall be willing to work with a mentor-encourager for at least one year and participate in a monthly “Church Planter Network” (peer learning support group) in their association during the first year on the field.
8. Pastors/Church Planters shall be actively involved in the activities of the local association and supportive of the CBGC.
9. If a pastors/church planters or his wife have experienced divorce their approval will be reviewed and determined by the NAMB.
10. Neither the pastor/church planter nor his wife shall be actively participating in or promoting glossolalia as defined by the NAMB Policy.

PROCEDURES FOR FUNDING PROCESS.

CHURCH PLANTING MASTER PLAN

ADOM or a representative of the association submits an overall Church Planting Ministry Plan (CPMP) which includes specific project requests and requests for funding for the next calendar year to the SDOM on or before August 1 of year preceding implementation.

STATEWIDE CHURCH PLANTING PLAN

SDOMs view the requests and ensure each project meets guidelines and is consistent with association and state strategy. SDOMs will each draft an overall Strategic Church Planting Plan for their team and outline the use of Congregational Assistance for the following year. The Strategic Church Planting Plan will indicate:

- Approved projects and initial funding commitments to each association.
- Anticipated projects with funding commitments to each association along with anticipated time frames for moving toward approval or release of funding commitment.
- Anticipated projects without funding commitments – these are projects that may be funded as soon as resources become available or the project plan becomes more complete.

SDOMs present Strategic Church Planting Plans to the Executive Board for affirmation during the September meeting.

PERSONNEL INFORMATION FORM AND FUNDING RELEASE

Upon the completion of a Church Planting Ministry Plan (CPMP) and Personnel Information Form (PIF) to the convention office, SDOMS will review and submit a Funding Release form for approved projects to communicate to the Finance Team that action is necessary. CBGC Finance Team will submit approved projects to NAMB for funding. Once the funding has been approved by NAMB and received in the office of CBGC the funds may be released to the associations or to the sponsoring churches.

During the year, the SDOMs will monitor existing projects and approve new projects. New Funding projects will be presented to the Executive Board for affirmation at the next Executive Board meeting.

The role of the Executive Board will be to set procedures for Congregational Assistance Funding and to provide oversight for the State Church Planting Team leaders in the distribution of the funds.

The role of the State Church Planting Team Leaders is to report on the allocation of the funds and provide progress reports of the overall church planting strategy. Additionally, the state leaders are to ensure that all funding meets policy and strategy requirements.

The role of the associational church planting leaders is to guide each project toward successful completion and provide progress reports to the State Church Planting Team leaders

MONTHLY REPORTS

Pastors/Church Planters of churches receiving congregational assistance are expected to complete monthly ministry reports using the www.cotracking.org website to allow CBGC, association, and sponsoring church supervisors to review and monitor the progress of the church plant. If a planter is more than 30 days behind in completing monthly reports, CBGC will hold assistant checks and will notify the Church Planting Strategist, who will personally contact the planter to get a ministry report. After the strategist reports back to the Convention and upon receipt of the planter's report, the check will be released. Un-filed reports could be an indication of a problem or urgent situation, which the Association and the Convention should be made aware.

SPECIAL PROJECT ASSISTANCE

Church plants and sponsoring churches may request financial assistance for projects or start-up funds. In most cases, Congregational Assistance and the State Missions Offering will be used to fulfill project assistance requests. In some cases, SDOMs may utilize CBGC budget funds or designated funds.

CRITERIA FOR RECEIVING SPECIAL PROJECT ASSISTANCE:

CHURCH PLANTING PROJECT

Costs related to the start-up or promotion of a new church.

EMERGENCY REQUEST FOR A MINISTER OR CONGREGATION

The SDOMs may utilize available funds to assist with emergencies of ministers and their families or emergencies that churches experience.

OPERATIONS

1. CBGC does not and will not distribute funds to individuals. Our practice is to work through entities (associations and churches) to ensure field level supervision and coordination of associational missional strategies.
2. The following Ethical Guidelines for Dispersing Colorado Baptist Missions Funds will be observed:
 - a. Baptist cooperation relies upon a relationship of trust between individual Southern Baptist Church members, churches, associations, state conventions, and the national agencies. These guidelines are to inform the CBGC staff, Executive Board members, Colorado Associational Missionaries, association decision makers, and Rocky Mountain Campus faculty and staff about expected best practices when making use of Cooperative Program resources.
 - b. Organizational Communication: Denominational missionaries and employees should communicate with appropriate organizational oversight committees about decisions regarding the placement of missionaries and funding plans. In particular, ADOMS should report regularly to their appropriate associational committees about the use of Congregational Assistance funds, State Missions Offering requests, and missionary placement (short term - USC/2 Missionaries, Nehemiah Missionaries, Summer Missionaries, etc., and long-term – Church Planting Missionaries). In some cases, associations may require the ADOM to receive permission prior to initiating a request for these resources.
 - c. Conflict of Interest: Any person included in policy or funding decisions that can personally benefit from the decision should inform other decision-makers of their relationship to the request and should excuse themselves from the decision-making process.
 - d. Truth in Disclosure: All persons completing request forms should disclose all sources of funding from Southern Baptist sources, and more if requested, in order to give decision-makers the information they need to make a fair distribution of resources. While specific policies differ regarding the State Missions Offering, Congregational Assistance, Missionary Personnel, it is not prohibited for one missions project to receive support from multiples sources. However, it is essential that decision-makers are aware of all funding sources supporting the missions project.