

**Kentucky-Tennessee Conference
of
Seventh-day Adventists**

STRATEGIC PLAN

GUIDELINES & APPLICATIONS

**For
Establishing**

◆ MISSION GROUPS

Office of Secretariat
Revised: August 11, 2015

Mission Group

The objective of the Mission Group is to expand the ministry of the local church with the intention of advancing the Kingdom of Christ in a specific geographic area or to a specific people group (differentiated by geographic area, ethnic, cultural, or social identity) who are without the ministry and presence of an existing Seventh-day Adventist Church. A Mission Group must be organized for a least one year before it may apply to become a Company. The organizational goal of a Mission Group is to within a reasonable amount of time, become a Company.

ORGANIZING OF MISSION GROUPS – GUIDELINES

The following recommendations apply for the recognition of Mission Groups:

- 1 **Conflict.** A Mission Group should not be organized as the result of any internal church disputes.
- 2 **Objective.** The Mission Group should be organized for specifically stated reasons such as distance from the sponsoring Church, Bible study, evangelism, fellowship, etc.
- 3 **Authorization.** A Mission Group shall only be authorized by the Conference Executive Committee if it is recommended by the board of a sponsoring Church. Exceptions to this must be approved by the Administrative Committee (ADCOM).
- 4 **Application.** An application form, available through the office of the Executive Secretary, must be completed and submitted to the Conference Executive Secretary after appropriate consultation with the Conference Ministerial Director. Upon review, the application must then be approved by the Ministerial Director and the Executive Secretary. ADCOM will review the application and make a recommendation to the Executive Committee regarding the proposed Mission Group.
- 5 **Conference Directory.** Authorized Mission Groups will be listed in the Conference Directory.
- 6 **Pastoral Coverage.** A Mission Group is, by its nature, a lay-led initiative and without the involvement of laity in leadership and ministry it is unlikely to be successful. The district pastor of the sponsoring Church is viewed as a resource to the local Mission Group and not as the primary pastoral leader. The district pastor therefore should be involved most significantly in planning and resourcing for the Group, but not in its continuous operational ministry.
- 7 **Leadership.** The officers and leaders of a Mission Group, to include a Group Leader, Membership Clerk, and Treasurer, must be appointed and/or approved by the sponsoring Church. If the Mission Group is sponsored by the Conference, the Conference Executive Committee constitutes the Mission Group's Board in all matters of significant importance. The Mission Group Leader and leadership shall promote and foster all conference and church programs/activities that are usually carried forward by regular churches, thus preparing the members for the wider responsibilities that are associated with full Church organization.
- 8 **Membership.** Membership of those attending the Mission Group is held in the sponsoring Church, or in the Conference Church if the Mission Group is sponsored by the Conference. The Mission Group's Membership Clerk will serve as an agent of the Conference Executive Secretary and the Conference Membership Clerk, and shall manage membership lists and church records.

- 9 **Tithes and Offerings.** All tithes and conference offerings from the Mission Group are to be receipted by the Mission Group Treasurer and sent to the Conference on a monthly basis through the appropriate and designated channels. The Mission Group Treasurer shall keep records of all funds received and disbursed. The Mission Group Treasurer will be issued accounting software from the Kentucky-Tennessee Conference. All bank accounts will be identified with the “Seventh-day Adventist” name included on checks. The Conference Treasurer and/or Associate Treasurer shall be listed as signatories on all accounts. Regular audits will be performed by the conference Auditing Department as per policy.
- 10 **Financial and Board Responsibilities.** The Mission Group is charged with all financial and administrative responsibilities of a recognized Church. Mission Groups, Companies and Churches, can be expected to be audited by the Conference on a bi-annual basis. It is expected however, that in matters of church discipline and major financial decisions including long-term rental agreements, that the Board of the sponsoring Church will, with appropriate input from the Mission Group leadership, process those decisions.
- 11 **Long-Term Rental Agreements and the Purchase of Property.** Mission Groups should not enter into long-term rental agreements of any kind except with approval of the sponsoring Church. Mission Groups are not authorized to hold a non-profit status with a state or federal agency
- 12 **Time Frame.** The organizational goal of a Mission Group is to within a reasonable amount of time, become a Company, but the Mission Group must be organized for a least one year before it may apply to become a Company.

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**Kentucky-Tennessee Conference Application
to establish a
MISSION GROUP**

Today's Date: _____

1. Name of proposed Mission Group (we recommend using your geographic location as part of your name and "Seventh-day Adventist" be included.)

2. Where located _____
(Provide map with instructions)

3. Miles from the home church _____

4. Miles from the nearest SDA Church _____

5. Name of home church and the date Church Board voted to recommend the formation of this group into a Mission Group:

(Enclose copy of the voted actions)

6. Have you read the "Policy for the Organizing of a Mission Group" in the Kentucky-Tennessee Conference, and have all points been met, including consultation with the Conference Ministerial Director?

Yes ____ No ____

7. Give reasons for wanting to establish this Mission Group in this specific area.

8. State your evangelistic/outreach plans and potential (including demographics).

9. State the Number of baptized members expected to attend in the beginning _____

10. Have appropriate arrangements been made for a temporary place of meeting and/or worship?

11. Please include a list with the names and addresses of your members, officers and leaders.

12. When a Mission Group is to be organized, membership of those attending the Mission Group is held in the sponsoring church.

Signature of Sponsoring Church Board Chairperson

Date Signed

Signature of Sponsoring Church Pastor

Date Signed

Signature of Mission Group Leader

Date Signed

Signature of Conference Ministerial Director

Date Signed

RETURN APPLICATION WITH ACCOMPANYING LIST OF MEMBERS TO THE CONFERENCE
EXECUIVE SECRETARY

FOR OFFICE USE ONLY

Executive Committee Action _____

Date of Executive Committee Action _____

Conference Executive Secretary _____