

WEEK SEVEN VIDEO NOTES**1) TIPS ON PUBLIC SPEAKING FOR CHURCH PLANTERS INSPIRED BY RICH DeVOS**

- a) Pat Williams' observations
 - i) The ability to speak effectively before an audience can transform your life
 - ii) 10 powerful principles of effective public speaking
 - (1) Be prepared
 - (a) Be aware of the difference between
 - (i) Written communication
 - 1. Convey details
 - 2. Statistics
 - 3. Data
 - (ii) Spoken communication
 - 1. Inspire
 - 2. Persuade
 - 3. Motivate
 - (b) Never be boring
 - (i) Do not start out slow and gain momentum
 - (ii) Every concept in your speech crackles with energy
 - (2) Speak in a relaxed style
 - (a) Never read your speech
 - (b) Have a spontaneous dialogue with audience
 - (i) As if speaking friend-to-friend
 - (c) Do not write out speech word-for-word
 - (i) Use brief phrase or symbols as notes
 - (ii) Notes should only be an outline, not a script
 - (3) Eye contact
 - (a) Do not glance hurriedly over audience
 - (b) Let eyes make a 2 to 3 second connection with various people around the room as you are speaking
 - (c) Let people know speaking directly to them
 - (4) Communicate with energy
 - (a) When speaking, whole personality should radiate
 - (i) Energy
 - 1. Voice
 - 2. Eyes
 - 3. Smile
 - (ii) Enthusiasm
 - (iii) Conviction
 - (b) One of the most important skills is communicating with energy

- (5) Be a story teller
 - (a) Stories create a powerful emotional connection with audience
 - (b) Use funny stories to loosen up audience and put listeners at ease
 - (c) Use dramatic stories to generate strong emotions and empathy
 - (d) Good stories
 - (i) Ignite the hearer's imagination
 - (ii) Make points memorable
 - (e) Stories imprint images on the listener's mind
 - (f) Stories trigger strong emotions
 - (6) Vary voice pattern
 - (a) A monotone voice is boring and puts audiences to sleep
 - (b) Voice should rise and fall with the rhythms of speech
 - (c) Speak in a firm, clear voice
 - (d) Eliminate fillers
 - (i) Uhhh
 - (ii) Ummm
 - (iii) Well
 - (7) Genuinely caring
 - (a) Show audience that you genuinely care about them and their needs
 - (b) If caring is just an act, it will show
 - (8) Keep working at getting better
 - (a) Keep sharpening speaking skills
 - (b) Ask for coaching
 - (c) Ask for feedback
 - (d) Video feedback
 - (i) Rehearse speech in front of a video camera
 - (ii) Watch playback
 - 1. Identify
 - a. Communicating strengths
 - b. Bad habits
 - (9) Never pass up an opportunity to speak
 - (a) Grab every speaking opportunity that comes your way
 - (b) If no opportunities come, make your own opportunities
 - (c) No speaking opportunity is too large or too small
 - (d) Make the most of every speaking opportunity
- 2) **THE ROLE OF MONEY ISSUES IN THE CHURCH PLANT**
- a) Money is important
 - b) Get the conversation going in the early stages
 - i) Plan
 - ii) Credibility
 - iii) Transparency
 - iv) Communication

- v) Stewardship
- vi) Biblical teaching
- vii) Connect to your team's dream
- c) Budget plan
 - i) Staff costs
 - (1) Bi-vocational staff
 - (2) Vocational staff
 - ii) Program costs
 - (1) Rent
 - (2) Capital costs
 - (3) Expenses
 - iii) Income
 - (1) Team members
 - (2) Outside supporters
 - (a) Churches
 - (b) Individuals
 - (c) Families
 - (3) Grants
 - (4) Other
- d) God is needed!
 - i) God wants your church to be healthy
 - ii) God wants your life to be healthy
 - iii) Confidence in money matters is good
 - iv) Abuse of trust not acceptable
- e) Un-churched and money
 - i) Un-churched people are not against the fact that the church needs money to operate
 - ii) Are against
 - (1) The abuse of "accepted" financial expectations
 - (2) The lack of controls
 - (3) Weak bookkeeping efforts
- f) Apply the best practices of money management to new church plants
 - i) Develop a budget with an informal group of leaders
 - ii) Keep denominational leaders in the loop
 - iii) Appoint a trustworthy volunteer to be treasurer
 - (1) Or a hire a bookkeeping firm
 - iv) Make it that the church planter is not touching the money
 - v) His/her job is to develop the budget and spend it according to the plan
 - vi) Participate in tithing
 - (1) Feel confident to present the biblical teaching to
 - (a) Team leaders
 - (b) Those called to join the launch team
 - vii) Study the meaning of cash flow

- viii) Stay away from the guilt card
 - ix) Create conversations
 - x) When making the 1st year's budget, multiply it by 3
 - g) Overseeing expectations
 - i) Have a clear, set oversight procedure of how money is to be handled
 - ii) Someone who understands how to spend the money needs to oversee the process
 - iii) Process should be set in place to monitor the flow of money to guard against impulsive spending
 - (1) Have the planter's bank send a copy of the monthly bank statement to the treasurer and/or the treasurer of the sponsoring agency
 - (2) Require any purchases above a certain amount to be researched
 - h) The planter and executive leaders in the know
 - i) If a person is not financially invested in the church plant
 - (1) They try to monopolize your time
 - (2) They become constant complainers
 - (3) They create the impression that they are just "one good sermon away" from pledging
 - (4) They disappear
 - ii) These types of people do not need to be on the launch team or leadership circle
 - i) No favoritism but leadership in money issues
 - i) Talking about the planter investing people who are invested in the Gospel
 - ii) Everyone needs someone to minister to them
 - iii) Not everyone should be ministered to by the planter
 - iv) People who do not give try to take up the lion's share of a planter's time
 - j) The no giving rule
 - i) Giving to the church is a healthy sign
 - ii) No giving rule – a person will leave the church 6 to 8 months before they actually leave
 - iii) The stopping of giving can help the church planter in his leadership and discipleship
 - k) Start database of supporters for vocation church planting
 - i) Raise in pledges 50% of your salary before leaving bi-vocational ministry
 - ii) Pledges come from
 - (1) Friend
 - (2) Family
 - (3) Kingdom friends
 - (4) Kingdom team leaders
- 3) **SEVEN USA CHURCH PLANTING ADMINISTRATION ISSUES (BRIAN DeCOOK)**
- a) Church organization
 - i) Governed by state law
 - ii) Most popular form is the not-for-profit corporation
 - (1) Governed by state not-for-profit corporation statutes
 - (2) Statutes will specify how many people are needed to form the corporation

- (3) Forming a NFP corporation typically involves
 - (a) Filing documents with the state's Secretary of State office
 - (b) Identify how the NFP will function in drafting of
 - (i) Constitution
 - (ii) By-laws
- iii) 2nd form a church may use is the Unincorporated Association
 - (1) A group of people who gather together for a common purpose
 - (2) Do not file any documents as a legal entity
 - (3) Still recognizes as a separate entity
 - (a) Own property
 - (b) Function as a corporation would
 - (c) Without the legal restrictions of the NFP statutes
- iv) 3rd form a church may use is a Religious Organization
 - (1) Requires the filing of an affidavit with the County Recorder's Office
 - (2) Not bound by the state's NFP corporation act
- v) Reasons for deciding which form to take
 - (1) Tax implications
 - (a) A church is a tax-exempt entity as a matter of law under the current tax code
 - (b) No filing required to obtain this status
 - (i) If no filing, then unable to obtain tax-exempt status from the IRS
- b) Drafting of the seminal church documents
 - i) Documents that control
 - (1) Formation
 - (2) Order
 - (3) Governance
 - ii) Referred as
 - (1) Constitution
 - (2) Articles of organization
 - (3) Articles of incorporation
 - (4) By-laws
 - iii) Documents set out
 - (1) Who will be invested with decision making power
 - (2) How much decision-making power is vested in the individuals
 - (3) How important procedures and policy decisions are made and carried out
 - (4) How disputes are resolved
 - iv) Importance of written documents of this nature
 - (1) Rules and policies setup within the documents will be called upon while making decisions
 - (2) Leadership is bound by those policies and procedures
 - (3) When the documents are violated, the congregation has recourse thru the documents
 - (4) What types of polity the church will have

- (a) Congregational
 - (i) Congregation will vote on my most important issues
 - (ii) Decides direction of the church in response to those issues
 - (iii) May vest certain decision-making issues with
 - 1. Board
 - 2. Elders
 - 3. Deacons
 - 4. Trustees
- (b) Hierarchical
 - (i) A local church may report to a higher body
 - 1. Denomination
 - 2. Mother church
 - (ii) Local church will have certain levels of autonomy
 - 1. Controlled by another document that governs the relationship between the local church and the higher body
- c) The relationship between the pastor and the church
 - i) Questions that need to be addressed
 - (1) How much authority will the pastor have
 - (a) Decision making
 - (b) Spending
 - (c) Acting on behalf of the corporation
 - (2) Under what circumstances can a pastor be terminated
 - (3) Under what circumstances can a pastor leave
- d) Pastoral compensation and tax issues
 - i) Pastor has a unique role as pastor of a church that is different from almost anyone else
 - ii) Social security taxes - pastors are treated as being self-employed
 - iii) Income taxes – pastors have the option of being treated as
 - (1) Self-employed
 - (2) Employee of the church
 - iv) Any time the church pays someone as an employee – payroll taxes are required to be paid by the church
 - (1) Income tax
 - (2) Social security tax
 - (3) Medicare tax
 - v) Property taxes – churches can be exempt from paying
 - (1) Matter of state law
 - (2) Vacant land does not qualify for tax exempt status unless it is being used for church purposes
 - vi) Unrelated business income tax
 - (1) Income the church receives from activities that are not related to the church
 - (a) Rent received from property owned by the church
- e) Confidentiality and the clergy/penitent privilege

- i) Communication between clergy and penitent are confidential in nature
- ii) 2 types of confidentiality
 - (1) Legal
 - (a) No one else is present
 - (b) Expectation of confidential communication
 - (c) Anything said will be protected by a legal privilege
 - (d) Not subject to disclosure
 - (e) Protected by law
 - (f) Pastor cannot be compelled to testify
 - (2) Non-legal
- f) Reporting of abuse
 - i) Most states have statutes that require certain types of abuse to be reported by certain types of individuals
 - ii) Statutes predominantly focus on children
 - iii) Who is to report
 - iv) What is to be reported
 - v) Who is to be reported to
 - vi) Essential to be familiar with state's laws regarding abuse
- g) Financial affairs
 - i) Setup parameters at same time as seminal documents to safeguard against mishandling funds
 - ii) Setup safeguards so the pastor DOES NOT touch the money
 - iii) Setup a framework where the pastor does not even know who gives what
 - iv) Those who handle the money
 - (1) Setup safeguards to reduce the chance for illegal activities
 - (2) No one person should have all access to all funds
- h) Handling of church conflicts
 - i) Conflict is a tool that the Lord uses to transform the people involved
 - ii) Go through training on biblical conflict resolution
 - iii) Seek the Lord in the midst of conflict
 - iv) Look at conflicts not as impediments but as opportunities