



# **SEND** Network VIRGINIA

## **Church Planter Guide**

First Steps and Resources After Endorsement

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## SEND NETWORK VIRGINIA CHURCH PLANTING OVERVIEW

This document explains the benefits, requirements, and expectations for those who are planting churches through the Southern Baptist Convention of Virginia (SBCV) and the North American Mission Board (NAMB) Send Network Virginia. It also defines important terms to help you better understand the program.

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### BENEFITS

*You will not be alone as you start your church. The SBCV and NAMB will support you in many ways:*

- **Training and Coaching:** Up to 2 years of support to help you learn and grow.
- **Financial Support:** Up to 4 years of funding, renewed each year.
- **Ongoing Care:** Counseling, special support, and events for marriage and family.
- **Non-Profit Status:** Your church can have 501(c)(3) status with SBC.
- **Grants Available:** For start-up costs and for future buildings or land.
- **Seminary Scholarships:** Financial help for further education.
- **Support for Interns and Apprentices:** Funding available for 10-week interns and church planter apprentices.
- **Christmas Backpacks and Cooperative Projects:** Opportunities to serve together with other churches.
- **Helpful Resources:** Legal help with setting up your church's structure (Incorporation, Constitution, Bylaws).

**Recommended Lawyer:**

Glen Reynolds, Reynolds Law Group  
620 Cedar Rd, Chesapeake, VA, 23322  
Phone: 757-219-2500

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### REQUIREMENTS

- Agree with and advocate for the **Baptist Faith and Message (2000)**.
  - Lead your church to give **10% to missions**:
    - 6% to the SBC Cooperative Program
    - 4% to local ministry partners
  - **Attend training meetings** through Church Planter Networks.
  - **File Quarterly Reports:** Due on April 1, July 1, October 1, and January 1 (on the NAMB Dashboard).
  - **Attend one Annual Review Meeting** each year.
  - **Follow the NAMB Code of Conduct** (see below).
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## GENERAL EXPECTATIONS

You are expected to work diligently and faithfully to plant a multiplying local church.

- Your job is with your local church, not SBCV or NAMB.
  - Check and reply to emails every day.
  - Communicate monthly with your supporters and ministry partners.
  - Attend SBCV events every month.
  - Join the SBCV Annual Meeting held each November. [sbcv.org/annualhomecoming](http://sbcv.org/annualhomecoming)
  - Attend Send Network Orientation in Alpharetta (Send Network will send you an invite.)
  - Complete the Annual Church Profile (ACP) in January each year for SBCV.
  - **NAMB Quarterly Reports:**
    - Due Jan 1–15, Apr 1–15, Jul 1–15, Oct 1–15
  - **Attend one Church Planter Annual Review per year:**
    - Held in Glen Allen, NOVA, or Roanoke
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## DEFINITION OF TERMS

- **SBC** – Southern Baptist Convention
  - **SBCV** – Southern Baptist Convention of Virginia
  - **NAMB** – North American Mission Board (Church planting part is called SEND NETWORK)
  - **IMB** – International Mission Board (for missions outside North America)
  - **EIN#** – Employer Identification Number (used by the IRS for churches/organizations)
  - **SBC ID** – Your church’s ID number with the SBC
  - **ACP** – Annual Church Profile (filed in January with your church’s data)
  - **SBC Cooperative Program** – The mission fund of the Southern Baptist Convention that helps fund National and International Missions. [Contribution Form](#)
  - **Lottie Moon** – Offering for international missions (Christmas)
  - **Annie Armstrong** – Offering for North American missions (Easter)
  - **Vision Virginia** – Offering to support SBCV ministries (Disaster Relief, Scholarships, Internships, etc.)
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## SEND NETWORK PLANTER CODE OF CONDUCT

As a church planter, I agree to:

- I will conduct myself in a way that reflects positively on Christ and the North American Mission Board.
- I will be a tithing member of record and in good standing in a Southern Baptist Church.
- I will abstain from the consumption of any alcoholic beverage or illegal drugs.
- I will not view pornography.
- I will maintain financial integrity.
- I will not show affection that could be questioned.
- I will be careful in answering cards, letters, and email notes from the opposite sex.
- If married, other than my spouse or another family member, I will not be at a residence alone, have a meal alone or be in a car alone with the opposite sex.
- I will pray for the integrity of other missionaries and staff members.



## **Church Planter Post Endorsement Next Steps Guide**

*For Newly Endorsed Church Planters with Send Network Virginia & SBC of Virginia (SBCV)*

### **Step 1: Complete the New Church Planter Info Form**

You are required to attend **Send Network VA Church Plant Training** after assessment. Before attending, please complete the **New Church Planter Information Form**. This form helps us:

- Request your SBC ID# from Lifeway
- Update the SBCV website and internal database.

### **Step 2: Receive and Save Your SBC ID#**

Your SBC ID# is important. Save it in a safe place. You will need this number for:

- Annual SBC meeting registration
- ACP (Annual Church Profile) reports
- Accessing benefits from Send Network

### **Step 3: Planter Training & Support**

- You will attend a 2-day training at the SBCV Office in Glen Allen, VA (May or December)
- After training, funding normally begins within 1–2 months.

### **Step 4: How Church Planter Support Works**

Two sources of support:

- **Monthly Support from NAMB**
- **Annual Grant from SBCV**
- Support goes to your sending church, not directly to you.
- Amounts vary based on your situation (location, full-time/bi-vocational, etc. – your strategist can give you amounts).

### **Step 5: Complete MSC Training**

- Go to: [www.namb.net/msc-resources](http://www.namb.net/msc-resources)

### **Step 6: Set Up Benefits and Administration**

*To access your benefits, you must contact each vendor directly.*

#### **A. Bookkeeping & Payroll: Innovative Faith Resources (IFR)**

**IFR can help with:**

- Obtain EIN# for your church. (Employer Identification Number)
- Coordinate 501(c)(3) letter with SBCV (Jerry McLeod – [jmcleod@sbcv.org](mailto:jmcleod@sbcv.org))
- Set up payroll via ADP (W2, housing allowance, tax setup)
- Provide monthly financial reports.
- Housing Allowance / Tax suggestions
- Provide financial reports to assist church plant in monitoring its expense plan.

### What IFR does not do:

- Giving statements
- Retirement/health setup (see Guidestone)
- Personal taxes
- Incorporation

### What is needed before talking to IFR?

- **Start with IFR Here »** <http://www.innovativefaith.org/financial-services-interest-form/>
- **Before contacting IFR:**
  - a. SBC ID#, Church name, church mailing address
  - b. First support was received by Sending Church
  - c. The sending church confirms that the new church plant is prepared to open its own bank account.

*In some cases, new church planters may continue to be employed by their sending church. During this time, the sending church may also continue to receive and manage designated financial contributions on behalf of the church plant. This arrangement can remain in place until the church plant becomes more fully established and capable of managing its own finances independently.*
  - d. Have an administrative contact (not the planter) - Must be responsible with email and able to communicate regularly with IFR.
  - e. Non-family signer(s) for the church account (2 people preferred, other than planter and wife)

### B. Contact Guidestone for Information on their Medical & Retirement Accounts

- [Guidestone.org](http://Guidestone.org)
- Guidestone has great resources for pastors regarding taxes, housing allowance, social security and more: <https://www.guidestone.org/Resources/Education/Videos?>

## Other Helpful Resources

### Optional Digital Tools for Your Church

- Tithe.ly
- Some options to consider: Planning Center, Church Teams, Subsplash

### MinistrySafe Resources

- MinistrySafe provides a 5-Part Safety System to protect children and those who serve them in churches and child-serving organizations. <https://www.sbcv.org/childrensresources/>
- Property Insurance used by SBCV: **National Church Group (NCG)**

### SBCV Church Finder

- Your church can be included on the church finder link on the SBCV website once we have your meeting address and launch date.

**Questions? Need Help?** Reach out to your **SBCV Strategist** or email [churchplanting@sbcv.org](mailto:churchplanting@sbcv.org)

You are not alone — we are with you every step of the way!

## Frequently Asked Questions:

### Congratulations, Church Planter!

You have been officially endorsed by NAMB (North American Mission Board). This means NAMB approves and supports you to start a new church and make disciples. You are planting a church with a clear plan and with the cooperation of trusted partners.

### When Does Funding Begin?

Your funding begins when:

- The SBCV office sends a request to NAMB, **and**
- Your Church Planting Strategist asks SBCV to start sending funds.

This usually happens **after your assessment** and around the time you go to **SBCV Church Planter Training in Glen Allen**.

### Where Does the Funding Come From?

In most cases, you will receive funding from both **NAMB and SBCV** at the same time.

### Where Is the Money Sent?

All your funding will go to **your sending church** (not directly to you or the church plant). Then, your sending church will give the money to you.

It is important to talk often with your sending church to make sure everything goes smoothly and on time.

### How Does NAMB Funding work?

Each month, NAMB sends money to your Sending Church, not directly to you or your new church. Payments start on the first day of the month.

**Reminder:** Your Sending Church needs to know these payments are coming. Make sure they are checking their mail or bank account!

The money includes a note (called a remittance advice) that shows your name and the amount. Amounts may vary depending on whether you are in a Send City or Non-Send City. Your Sending Church chooses how and when to give the funds to you.

A	B	C	D	E	F	G	H
Payment Date	Payment Amount	Payee Name	Invoice Date	Invoice Number	Vendor Number	Invoice Amount	Invoice Notation
2024-11-07-08:00	4000	SEND Network	2024-11-01-07:00	SIV - 1303331	3234688-NOV24	1250	Doe,John
2024-11-07-08:00	4000	SEND Network	2024-11-01-07:00	SIV - 1303191	3232032-NOV24	1500	Smith,Matthew
2024-11-07-08:00	4000	SEND Network	2024-11-01-07:00	SIV - 1303042	3224241-NOV24	1250	Presley,Elvis

### Faster Option: Set Up Direct Deposit

Your Sending Church can set up Direct Deposit with NAMB.

This is quicker and safer than mailing checks.

Here is the link to set up Direct Deposit with NAMB: [NAMB Direct Deposit Form](#)

## What if my funding from NAMB is missing?

### Follow these steps:

1. Check your church's bank account.  
Sometimes the money is already there and has just been missed.
2. Talk to your Sending Church.  
They may have received the funds but not sent them to you yet.
3. Still nothing?  
Contact your Church Planting Strategist.  
The SBCV office can help track the payment and ask NAMB to resend it if needed.

## How is my funding from NAMB renewed?

Your funds are renewed each year with the approval of your strategist. A planter should be following all the expectations he committed to before endorsement.

When it is time to renew, SBCV will send a renewal request to NAMB. You will then get an email from NAMB asking you to complete a new background check. NAMB requires this every year. **It is especially important that you check your email and complete the background check on time.** If you do not sign it before the renewal deadline, your endorsement may end, and your funding may stop.

## How Long Does Funding from NAMB last?

NAMB will give financial support for **four years**. In the **fifth year**, you will still be considered a church planter with NAMB, but you will not receive money. Instead, NAMB may offer encouragement and support in other ways for you and your wife.

After five years, NAMB will **end your endorsement**, and you will no longer receive any support.

## What is a Lump Sum for Startup Costs from NAMB?

A **lump sum** is a one-time grant that helps with early expenses in your church plant. You can talk with your strategist to request this grant. The SBCV office will submit the request for you. The amount depends on whether your church is in a **Send City** or **Non-Send City**. These grants are usually given in the first one or two years of your funding. Like other funding, the grant will go to your **Sending Church**.

## What does SBCV's Funding look like?

The **SBCV** gives each church planter **\$6,000 once a year, for four years**. This amount is the same for every planter.

To receive the money, you must **sign a digital grant document** each year (called a **Right Signature** form). If this form is not signed on time or expires, it can delay your funding.

### The process works like this:

1. **Three other people** sign the grant form before it is sent to you.
2. Once **you sign**, SBCV sends a request to accounting.
3. Then, the **check is sent to your Sending Church** (not directly to you).
4. Your sending church will get the money to you.

**Note:** If your Sending Church sets up **Direct Deposit (ACH)** with SBCV, the money will go straight into the church's bank account. This helps avoid delays or lost checks in the mail.

- The check from SBCV will include the **name of your church plant**, but not your personal name.
- Share this link with your Sending Church if they want to set up Direct Deposit:

[Direct Deposit Form](#)

## What if I Did Not Get My SBCV Funds?

If more than one month has passed since you signed your SBCV grant form, follow these steps:

1. Check your Sending Church's bank account.  
Sometimes the money is deposited without the planter knowing.
2. Ask your Sending Church.  
They might have missed it or received the check but have not deposited or sent it yet.
3. Still no money?  
Contact your Church Planting Strategist. SBCV can check with accounting.

**Important:** SBCV checks are canceled after 90 days if they are not deposited. Make sure your Sending Church knows not to hold onto the check.

## What am I Agreeing to When Signing the SBCV Grant (Right Signature)?

When you sign the SBCV grant (called a Right Signature document), you are agreeing to lead your church in these ways:

- Understand, enthusiastically embrace, and participate in its missional partnership with SBCV.
- Give at least 6% of your church's total income to missions through the SBC of Virginia (this is called Cooperative Program giving).
- Support and encourage new church plants.

*Your grant document will include your name and church information.*



### State Convention Grant

**Date:**

**Church:**

**Planter:**

**Year:**

**Amount:**

**Purpose:** This grant is to assist in the on-going ministry of the church plant.

As the church planter, I will lead my church to:

- understand, enthusiastically embrace, and participate in its missional partnership with the SBC of Virginia.
- a minimum of 6% missions giving to the Cooperative Program through the SBC of Virginia.
- participate in sponsoring and encouraging other new church plants.

## How can I stay connected about major events and important information?

\*\*\*Check Your Email Often\*\*\*

Most communication from SBCV and NAMB is through email. This includes:

- Important updates about your funding
- Documents to sign (like grant renewals)
- Information about training and events

If you do not see an email you are expecting, check your spam or junk folder. You can search for emails using keywords like: SBCV, NAMB, Right Signature, Grant

## How can I update an old email address?

- If your email has changed, go to your NAMB MAP profile and update it there.
- Also, email [csharp@sbcv.org](mailto:csharp@sbcv.org) to update your information with SBCV.
- You may also go to <https://www.sbcv.org/churches/> and Update Church Information.

## What is the ACP?

The Annual Church Profile (ACP) is a report that every church must complete once a year.

- You will receive an email in the fall with your login (SBCID) and password.
- The report is due in February or March.
- This report asks for information like:
  - Worship attendance
  - Baptisms
  - Giving
  - Small groups
  - Volunteer teams

Tip: Keep good records all year so the report is easy to complete.

## What are Annual Reviews with SBCV?

Each year, SBCV will invite you to attend an Annual Review. These are important check-ins to help you and your church plant.

At your annual review you will:

- Share what God is doing in your city and church.
- Talk through challenges and get support.
- Stay connected with the SBCV team.
- You will get an invitation in the fall or spring to attend one of several locations.

## What is NAMB Orientation?

After endorsement, you will be invited to attend a NAMB Orientation.

- This is a fun time to meet other church planters from Virginia, D.C., and across the U.S.
- You do not have to attend at a specific time, but it is highly recommended.
- NAMB pays for travel, hotel, and meals (confirm details when you receive the invitation).
- Check with your strategist if you have specific questions.

## What is NAMB Planter Care?

After endorsement, you will receive an email from the Send Network Care Team.

- Reply quickly and send the information they ask for.
- This team helps care for you and your spouse over the full 5 years of your NAMB partnership.
- In your fifth year, even though funding ends, care continues. Do not miss this important support.

## Who do I contact for other questions or help?

You may reach out to your church planting strategist, or you may email [csharp@sbcv.org](mailto:csharp@sbcv.org), or call 804-665-1420.



# SBCVirginia

*You are not alone.*

**SBCV wants every planter to know he is not alone as he plants! There are many resources available to you through SBCV. Here are the highlights:**

## SBCV Annual Homecoming

Every church planter is invited to **attend SBCV’s Annual Homecoming** each November.

- **First-year planters** get a **free hotel room for two nights** but must reply by the deadline.
- **After your first year**, you will need to book your own hotel. SBCV provides **discounted rates** on its website. Go to [sbcv.org](http://sbcv.org) for details about the next event.

**Plan ahead!** Spaces are limited and deadlines apply.

## SBCV Resources (Beyond Church Planting)

SBCV supports **all churches** with many helpful resources. You will find:

- **Evangelism & Discipleship training**
- **Disaster Relief training & missions**
- **Ministries** for Men, Women, Children, Students, and Young Adults
- **Prayer gatherings, Pastor Fellowships**
- **Worship & Technology Training**
- **Church Revitalization** support and more!

Visit [sbcv.org](http://sbcv.org) to explore events and resources.

## Regional Strategist Support

Besides your church planting strategist, SBCV has **regional leaders** to support you and connect you with other pastors nearby. **Get to know your regional strategist.** He can connect you to pastor gatherings, prayer events, and more.

Region	Strategist	Email
Central	Steve Bradshaw	sbradshaw@sbcv.org
Central West & Southside	Shawn Ames	sames@sbcv.org
North	Darrell Webb	dwebb@sbcv.org
Southeast	Jeff Mingee	jmingee@sbcv.org
Southwest	Travis Ingle	tingle@sbcv.org
Valley	Don Cockes	dcockes@sbcv.org

## Keep Your Church Info Updated

Church plants often change meeting locations. When you have a **public worship location**, update your info by emailing [csharp@sbcv.org](mailto:csharp@sbcv.org). This helps SBCV keep your church info current on the “Find a Church” map at [sbcv.org](http://sbcv.org).

## Proclaimer Magazine

SBCV's *Proclaimer* is released **three times a year** and shares inspiring stories and updates. Want to receive more copies or update your info? [Subscribe here](#)

## Portable Baptistry Available

Do you need a baptistry for your church?

SBCV has a **portable baptistry in Glen Allen** you can borrow.

Contact [rbeam@sbcv.org](mailto:rbeam@sbcv.org) to reserve a date and receive detailed instructions.

## Seminary Scholarships

In some cases, the SBC of Virginia can give financial aid to ministerial students completely their seminary education who have a genuine financial need. Go to <https://www.sbcv.org/seminary-scholarships/> to learn more or to apply.

## Internship Grants

SBCV churches that would like to hire an intern for a 10-week period may apply for a grant, providing they qualify. Applications are accepted during three time periods each year. Churches who qualify may receive one grant per year. Go to <https://www.sbcv.org/internship-grants-for-churches/> for more information or to apply.

## Other Missions Offerings

**Vision Virginia** Missions Offerings to support ministries like church planting, disaster relief, evangelism, foster care and adoption, partnership vision trips and more!

**Lottie Moon Christmas** Offering to support international missions.

**Annie Armstrong Easter Offering** directly supports missionary salaries and ministry supplies.

## Opportunities for Church Planter Wives

All church planter wives have the opportunity to connect with Annie Garman, Consultant for Church Planting Wives. Annie and her team are ready to meet new planters' wives and those who have been at it awhile to help you connect with other wives in your region, enjoy fellowship with other planter and pastors' wives, and pray for and encourage you anyway they can. Reach out to Annie at [agarman@sbcv.org](mailto:agarman@sbcv.org). You are not alone!



**LOOKING FOR THE COOPERATIVE PROGRAM  
CONTRIBUTION FORM? CLICK HERE:**

[Contribution Form](#)