



# GROW Implementation Steps

## Overview

*This guide is comprised of practical steps designed to help churches transition toward a more mission-minded culture that will continue throughout the life of the church.*

### 1. Phase One - Awareness (Jan-Mar)

- Plan a special week of revival with mission emphasis
- Prioritize mission on your church board
- Emphasize mission in your church services
- Evaluate local church mission
- Evaluate your church's first impression

### 2. Phase Two – Leader Training (Mar-May)

- Train leaders in *actual* duties and responsibilities
- Aid in the development of Department Ministry Plans
- Collaborate on your church's Discipleship Plan
- Implement the use of the Event Planning Worksheet

### 3. Phase Three – Witnessing Training (Mar-May)

- Organize members for outreach
- Develop church-wide ministry opportunities
- Provide personal witnessing training for members
- Develop an active and up-to-date resource center

### 4. Phase Four – Discipleship Training (May)

- Incorporate a comprehensive discipleship ministry for new members



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## Detailed

### 1. Phase One – Awareness

- Plan a special week of revival with mission emphasis
  - Meet with elders to schedule 5-10 consecutive days for revival.
  - Choose a resource like “10 Days in the Upper Room” by Mark Finley or “True Revival” by Ellen White, or lead out in a topical study on prayer, revival or the Latter Rain, etc.
  - Incorporate at least 15 minutes of focused prayer time with a different focus each night, such as personal revival, strengthening our homes, reviving the missionary spirit among us, awakening interests in our community, helping us reach souls within our circle of influence, etc.
  - Pray daily for the Lord’s special guidance in this GROW initiative.
  
- Prioritize mission on your church board
  - At an upcoming church board meeting, review “Church Board and Its Meetings” in *Seventh-day Adventist Church Manual*, 2015 ed., pp. 129-132.
    - Read “Definition and Function” on p. 129
    - Read “Work of the Board” on pp. 131-2
    - Read “Committees of the Board” on p. 132
  - Point out that according to the *Manual*, “once each quarter an entire meeting should be devoted to plans for evangelism” (p. 131, “Work of the Board,” #4).
  - Discuss how your church has or has not operated in harmony with this model.
  - In the event that your church board has not been prioritizing mission, share the GROW Sample Church Board Agenda with the board and let the members know that you will be modifying your future board agendas after this sample in order to prioritize mission in your board meetings in harmony with the *Church Manual*.
  
- Emphasize mission in your church services
  - Use sermons to emphasize the importance of personal witnessing for every church member.
    - Pastor and/or elders plan a sermon series on the mission of the church.
  - Commit a month of prayer meetings to the studying and discussion of the following chapters:
    - Week 1: *Education*, ch. 31, “The Lifework”
    - Week 2: *Christian Service*, ch. 5, “The Church a Training Center”

- Week 3: *Christian Service*, ch. 7, "Cooperation of Ministers and Laymen"
- Week 4: *SDA Church Manual*, ch. 10, "Work of the Board"
- Develop or continue a mission program in your Sabbath School.
  - Utilize Mission Spotlight videos to highlight world mission
  - Highlight local mission by sharing outreach plans, experiences and testimonies
  - Implement a personal witnessing training element for personal mission
- Incorporate personal ministries time in every worship service.
  - Schedule a weekly 3-5 minute personal ministries spotlight in the worship service in which soul-winning testimonies are shared, witnessing resources are highlighted, and simple witnessing tips are taught.
- Spotlight and promote scheduled outreach opportunities
- Develop a visitor ministry.
  - Encourage signing of the guestbook for follow-up by card or personal visit
  - Provide a gift for first-time visitors
  - Direct visitors to a visitor-friendly Sabbath school class
  - Design and/or utilize a pew response card
  - Give invitations to fellowship meals
  - Consider periodically providing members and visitors with name tags to encourage personal relationships
- Create a personal ministry bulletin board.
  - Highlight outreach events and opportunities
  - Promote training events
  - Highlight new members
- Evaluate local church mission
  - Pastor and elders fill out the "GROW Church Evaluation Tool".
  - Schedule a special board meeting to review and discuss the results.
  - Appoint a sub-committee to develop an action plan to address the church's strengths and weaknesses discovered through this process.
  - Invite the committee to present the action plan at the following board meeting for review, discussion and implementation.
  - Share the results and action plan at the next church business meeting.
- Evaluate your church's first impression
  - Take 15 minutes of your church board meeting to give an overview of the NAD document *Curb Appeal*. Beginning outside the church building, review the 7 categories and 30 areas of evaluation on p. 20 of the document as you walk through the church and visualize improvements that could be made.
  - Of the 30 areas of evaluation, determine which ones are applicable to your church.
  - Assign board members to take the next 3 weeks to rate the areas of evaluation they decided upon in the previous step. Have them submit their completed forms to the Head Elder who can consolidate the results.
  - Schedule adequate time during the next church board meeting to review the results. Then, as a board, fill out page 21 and review page 22 together.
  - Appoint a sub-committee to develop an action plan to address the church's strengths and weaknesses discovered through this process.

- Invite the committee to present the action plan at the following board meeting for review, discussion, approval and implementation.
- Share the results and action plan at the next church business meeting.

## 2. Phase Two – Leader Training

- Train leaders in their *actual* duties and responsibilities
  - Train elders to function as leaders of the local church.
    - Assign each elder to read “The Role of the Local Elder” handout
    - Incorporate elders in baptismal preparation, leading baptismal vows, and coordinating and leading in prayer meeting
    - Organize elders over departments
    - Train and deploy elders in member visitation
  - Pastor and elders train department leaders.
    - Review job descriptions
    - Cast GROW vision for local departments
    - Encourage leaders to schedule and lead regular department meetings
- Aid in the development of *Department Ministry Plans*
  - Pastor to review items 5 and 8 from the “Work of the Board” section of the *Seventh-day Adventist Church Manual*, 2015 ed., p. 132, with the elders and department leaders, and discuss the role department plans have in the church’s larger plans. Explain to department leaders that the elders will be assisting them in the development of their own individual department plans.
  - Pastor to meet with elders to review the various department plans and educate them on the philosophy behind the plans and what their expectations of department leaders should be. Assign elders to department leaders and assign each elder to develop his own individual *Elder Department Ministry Plan*.
  - Pastor to join initial meeting with department leaders and assigned elders to instruct how to fill out their respective *Department Ministry Plan* worksheets.
  - Have department leaders and their team meet to develop their plan.
  - Request that initial plans be completed within two months and submitted to the assigned elder.
  - Pastor and elders review the completed department ministry plans.
  - Plans should serve as a progress review at each department meeting.
- Collaborate on your church’s *Discipleship Plan*
  - Upon collection of department ministry plans, hold a special meeting of the church board to review all completed department ministry plans and complete the *Discipleship Plan* form.
  - Submit the *Discipleship Plan* to your district superintendent and Sabbath School & Personal Ministries department secretary by the conference deadline.
- Implement the use of the *Event Planning Worksheet*
  - Prior to any public outreach event, the department sponsoring the event must fill out the “Planning and Approval” portion of the *Event Worksheet* and submit it to the church board for approval.

- Following the event, the sponsoring department is to fill out the “Review, Evaluation and Follow-Up” portion of the *Event Worksheet* and submit it to the church board for review.
- Keep a file of completed *Event Worksheets*. Prior to holding a similar event in the future, the church board should review the evaluations and recommendations from the previous event as well as the approval portion of the current *Event Worksheet*.

### 3. Phase Three – Witnessing Training

- Organize members for outreach
  - Identify your church’s outreach territory.
  - Organize your outreach territory into smaller outreach zones.
  - Organize church members into outreach teams and assign a team/teams to each outreach zone. (Consider organize Sabbath School classes into small group ministry teams).
- Develop church-wide ministry opportunities
  - Personal Ministries leaders develop ministry projects that outreach teams can do in their respective zones.
    - Adopt a literature distribution project such as *Great Controversy* distribution or a GLOW-a-thon
    - Conduct community surveys
    - Organize a Missing Member ministry
    - Develop a neighborhood prayer ministry
    - Establish a *BibleStudyOffer.com* Bible school
    - Encourage members to take advantage of local ministry opportunities such as cooking schools, concerts and other church events
- Provide personal witnessing training for members
  - Conduct a training course in your local church.
  - Schedule the Conference Sabbath School and Personal Ministries Department to provide local church training.
  - Sponsor church leaders and/or members to attend one of the more extensive training sessions conducted by Emmanuel Institute, Amazing Facts, or Living Hope.
  - Hold weekly meetings for coaching and support of members involved in active Bible Study ministry.
- Develop an active and up-to-date resource center
  - Discuss the importance of having a resource center (literature racks and organizers, bookshelves, a DVD display case, etc.) to provide tools for members to easily share the truth with others and foster a culture of personal soul-winning in the church.
  - Assign a committee to oversee the design, placement, cost and building of the resource center. (It is the role of the Personal Ministries secretary to purchase and maintain inventory of items).
  - Provide instruction during the weekly Personal Ministries time on how to use the resource center, and periodically highlight available resources.

#### 4. Phase Four – Discipleship Training

- Establish a comprehensive discipleship ministry for new members
  - Read the Introduction (pp. ix – x) and Appendix A, “The Discipleship Plan” (pp. 247-252) of the *Discipleship Handbook*.
  - Have the church board establish a Discipleship Ministry Team and Team Leader to initiate and oversee discipleship ministry in the church. (The Team Leader should be a board position).
  - Have the Discipleship Ministry Team assign mentors to newly-baptized members and provide new mentor orientation.
  - Schedule the Discipleship Ministry Leader to give a status report at each monthly board meeting.
  - Coordinate with the Discipleship Ministry Team to provide special recognition for those who have completed the discipleship course.