

# NEW CAMPUS ASSIMILATION MANUAL

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## The CrossPoint method

The purpose of this document is to aid campuses, whether plants or mergers in becoming a part of the ministry of CrossPoint Church. The final outcome should be "one church in many places."

- ★ LOVE GOD (10% of the community impacted by the church)
- ★ GROW UP (champion and use the "love God, grow up, serve all" process)
- ★ SERVE ALL (actively participate in the CrossPoint network)

## The timeline for new campus assimilation

1. Initial contact made between CrossPoint staff and potential site leadership
2. Site location leaders attend/watch "Step One Class" (Q&A with CrossPoint staff to follow)
3. Period of prayer with no planning (length of time determined by Executive Multisite Pastor and campus leadership)
4. Location survey with campus leadership and CrossPoint Executive Team
  1. Answer the question "Why does this group wants to be a part of CrossPoint?"
  2. Take a survey and answer questions of compatibility regarding vision and theology
  3. Determine logistical issues
5. First evaluation (process will either continue or be abandoned)
6. Second evaluation (if evaluation is positive, skip the next two steps)
7. Return to a season of prayer
8. Third evaluation (process will either continue or be abandoned)
9. Identify campus leadership including Campus Pastor
10. First CrossPoint church notification
11. Assemble and train a mentor team (see appendix 5)
12. Establish a one year alignment period with a "Celebration Launch" at campus site. Commission campus leadership/pastor during Celebration Launch.

**The following process will be used to implement campus Constants and Values before the end of the one-year alignment.**

1. First quarter goals (see appendix 6 for greater detail)
  1. Establish campus leadership
  2. Determine and acquire technology, specifically related to the displaying the weekend message. (please refer to the CrossPoint Constants document)
  3. Determine and implement worship elements. (please refer to the CrossPoint Constants document)
  4. Establish relationships between campus leaders and CrossPoint champions/area leaders
  5. Offer campus update for all CrossPoint churches to celebrate
2. Second quarter goals (see appendix 6 for greater detail)
  1. Launch CrossPoint Kids
  2. Establish greeter/parking lot ministry and follow-up with visitors
  3. Establish financial process and responsibilities. (please refer to the CrossPoint Constants document)
  4. In the case of mergers, rebranding must begin. (please refer to the CrossPoint Constants document)
  5. Introduce Church Community Builder and begin regular usage
  6. Offer campus update for all CrossPoint churches to celebrate
3. Third quarter goals (see appendix 6 for greater detail)
  1. Begin step classes
  2. Launch Grow Groups
  3. Offer first baptism celebration
  4. Offer campus update for all CrossPoint churches to celebrate
4. Fourth quarter goals (see appendix 6 for greater detail)
  1. Reach out to the community
  2. Catch up all lagging areas
  3. Offer campus update for all CrossPoint churches to celebrate
5. Fourth evaluation with mentor team, CrossPoint executive staff and campus staff (finalize the process, discontinue the process, or extend the process)
6. Finalize inclusion
  1. Approve campus inclusion
  2. Align financially with CrossPoint (please refer to the CrossPoint Constants document)

3. Finalize legal documentation

## Appendix 5

# MENTOR TEAMS

## Responsibilities

- ★ Walk campus through the assimilation process
- ★ Mentor and encourage leadership primarily, and new campus congregation secondarily
- ★ Act as a liaison to the CrossPoint administrative staff, specifically through the Executive Multisite Pastor
- ★ Travel to campuses at least once a quarter
- ★ Act as the primary prayer team for the project
- ★ Mentor one-on-one with members of the campus leadership.
- ★ Report to CrossPoint executive team any issues or needs that the campus might have

## Structure

The mentor team should be comprised of three to five lay leaders and at least one staff member. The Executive Multisite Pastor may be that staff member.

Members of the team should represent a variety of key needs, including but not limited to Grow Groups, technology, children, discipleship process, etc.

## Selection process

- ★ Members may volunteer, but selection will be determined by CrossPoint administrative staff (primarily, Executive Multisite Pastor)
- ★ Team should consist of individuals with a wide variety of expertise and gifting
- ★ Team members must have completed Step 1, 2, and 3 classes
- ★ Each team will be made up of members from at least 2 campuses

## Training process

- ★ Set up a CCB group for that geographically specific mentor team. The group should include all mentor team members for that campus, the leadership team for that campus, and the Executive Multisite Pastor.
- ★ Gather the mentor team under the leadership of the Executive Multisite Pastor for a meet and greet, an overview of the new work assimilation process, an

overview of the mentor team responsibilities, Constants and Values, and CCB training.

- ★ Gather the mentor team at the new location for a meet and greet with the campus leadership team. Mentor pairs should be established and contact information exchanged. This time should include brainstorming, dreaming, and question asking.

## Appendix 6

# QUARTERLY GOALS EXPANDED

### First Quarter

1. **Establish Campus Leadership** - Formally assemble basic leadership positions from volunteers. Staff according to need starting with campus pastor followed by other positions as needed by location.
2. **Begin Community Study** (continuing throughout the process) - Study community demographics using the Chamber of Commerce data, census information, or link2lead.com services.
3. **Determine and acquire technology** - Specifically related to displaying the weekend message. (Please refer to the CrossPoint Constants document)
4. **Determine and implement worship elements** - (Please refer to the CrossPoint Constants document)
5. **Establish relationship between campus leaders and CrossPoint Champions/area leaders** - Participate in a face-to-face meeting with select CrossPoint staff functioning as area champions and their counterparts at the new campus location. Meeting may be physical or virtual.
6. **Offer campus update for all CrossPoint churches to celebrate** - This may include a report regarding the progress being made, the needs, and any prayer concerns regarding the campus in the new work assimilation process. This update should be made available for all CrossPoint to experience during a weekend service once a quarter. The report should be done via video. The length is not stipulated, but three to five minutes is preferred.

### Second Quarter

1. **Launch CrossPoint Kids** - Provide clean and safe childcare for whatever ages of children are attending. Background checks are required of all serving in the children's ministry. The child check-in process is to be utilized through the provided internet-based service. Children's church curriculum will be determined for all CrossPoint campuses by The Hub.
2. **Establish greeter/parking lot ministry and follow-up for visitors** - Begin the use of a welcome center, guest cards, and hostess/coffee ministry. Train greeters, parking lot attendants, and welcome center volunteers. Connect with

The Hub for specific training and materials related to being a greeter. These materials may include follow-up letters and decision based materials connected to communication cards.

### Appendix 3

3. **Establish financial process and responsibilities** - Finances and the financial process will all be run through The Hub during the first year. Working with the Executive Team, a local bank account must be opened, and a plan for making deposits and financial reports established. Campus pastor should oversee money counting and depositing in the beginning. The goal for each CrossPoint congregation is to be self-supporting within the 1st year. (Please refer to the CrossPoint Constants document)
4. **In the case of mergers, rebranding must begin** - Changing the congregation's name to "CrossPoint (geographical reference)", adopting logos, and implementing signage changes are all essential elements of rebranding. (Please refer to the CrossPoint Constants document)
5. **Introduce Church Community Builder** - Campus must be added to the online database if not already done. Members and attenders should be added to the database. A CrossPoint CCB party may be scheduled with the mentor team to gather all information and take family pictures. Groups necessary for this campus must be created for communication between leaders and volunteers.
6. **Offer campus update for all CrossPoint churches to celebrate** - This may include a report regarding the progress being made, the needs, and any prayer concerns regarding the campus in the new work assimilation process. This update should be made available for all CrossPoint to experience during a weekend service once a quarter. The report should be done via video. The length is not stipulated, but three to five minutes is preferred.

## Third Quarter

1. **Begin step classes** - Conduct a Step 1 class during the first month of this quarter (led by Senior Pastor or Executive Multisite Pastor). Conduct a Step 2 class during second month of the quarter led by leadership from new campus, supported by mentor team. Conduct Step 3 class during Third month of the quarter class led by new campus leadership from new campus and supported by mentor team. The final class may focus on a goal of a community outreach project featured in the fourth quarter goals.
2. **Launch Grow Groups** - During the second month of the quarter, start a small group from those interested and those who have completed Step 2 class.

Ideally, this small group should include one host, one to facilitate, and one being mentored for a new start.

3. **Offer first baptism celebration** - Offer baptism service for those from Step 1 class and others who show interest and have talked to the Campus Pastor and responded to salvation. In cases of rental facilities, make prior arrangements for adequate baptism.
4. **Offer campus update for all CrossPoint churches to celebrate** - This may include a report regarding the progress being made, the needs, and any prayer concerns regarding the campus in the new work assimilation process. This update should be made available for all CrossPoint to experience during a weekend service once a quarter. The report should be done via video. The length is not stipulated, but three to five minutes is preferred.

## Fourth Quarter

1. **Community Outreach** - Search for ways to connect with the community both externally and internally. Externally, discover what the needs of the immediate neighborhood are and create partnerships with local ministries/services to avoid reinventing the wheel. Internally, schedule a few neighborhood events that lend themselves to easy follow-up, especially if connected to weekend services.
2. **Catch up all lagging areas** - Go back over the first three quarters and begin to strengthen what has not been fully developed.
3. **Offer campus update for all CrossPoint to celebrate** - This may include a report regarding the progress being made, the needs, and any prayer concerns regarding the campus in the new work assimilation process. This update should be made available for all CrossPoint to experience during a weekend service once a quarter. The report should be done via video. The length is not stipulated, but three to five minutes is preferred.

## Finalization Process

1. **CrossPoint Church approval** - Incorporation of the new campus may not be finalized until comprehensive church approval is made. At a correctly called gathering for business, in line with the church constitution, the voting population will affirm the assimilation process and welcome the new campus in as a full member of CrossPoint Church.

2. **Financial alignment** - (Please refer to the CrossPoint Constants document) The ideal alignment begins with a campus being self-sufficient and operating on 85% of its regular tithes and offerings. Additionally, 10% of their budget will be designated for central support services known as The Hub, and 5% toward new works within CrossPoint Church. This process will be handled between campus leadership and The Hub.
3. **Legal documentation** - Articles of incorporation must be drawn up and filed appropriately with both CrossPoint Church and the state. In the case of mergers, the previous incorporation must be dissolved and the campus be restructured under articles of reincorporation as a CrossPoint campus. This process will be handled between campus leadership and The Hub.