CHECKLIST FOR
MISSION FORMATION
ANGLICAN PROVINCE OF AMERICA

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1. References:
   a. Presiding Bishop’s Letter of Guidance, attached as appendix.
   b. The APA Constitution and Canons and the Canons of the Diocese of the Eastern United States (DEUS), available for mailing from the diocesan office or may be downloaded from the provincial website, www.anglicanprovince.org
   d. What is Anglicanism, a booklet published by Latimer Press, which is part of Anglicans United. Contact the diocesan office or office of the Area Dean for information on ordering copies.

2. Assumption: That there is a group of people in discussion with one another who wish to start or possibly start a mission of the Anglican Province of America in their area and have contacted the diocesan office to make their desires known and to request initial information to help them get started.

3. Problem: Given the above, how should they proceed in starting or exploring the possibility of starting such a mission?

4. Purpose: The purpose of this Checklist is to provide a step-by-step guide for how to proceed with mission formation.

CHECKLIST

1. Form a Planning Committee of not less than five persons. Planning Committee members should study this Checklist, to include the Letter of Guidance from the Presiding Bishop, and part two of A Vestry Manual. If the Planning Committee studies these materials and concurs with proceeding, then . . .

2. Establish a date for meeting to assess the viability of founding a mission. Find a site for this meeting, which may be in the home of a committee member.
3. Publicize the date of this assessment meeting in local news media. Some newspapers will do this free of charge in their church news section; some radio/TV stations will make free spot announcements on their “Community Calendars.” Give Points of Contact and phone numbers so that any interested person or persons would know whom to contact for more information. It is also a good idea to post on an internet site, which is an easy place to post directions to the location for the meeting.

4. This meeting should be presided over by the Bishop and/or Area Dean in order for one of them to make a presentation on the Church and to answer questions. Someone should be designated to provide simple refreshments for the meeting. The setting should be relaxing and the tone of the meeting informal so that all persons would feel free to ask their questions. The name, phone number, and email address of the Area Dean may be acquired from the diocesan office.

5. Simultaneously with the above, contact the Office of the Presiding Bishop of the Anglican Province of America and invite him to attend. Inform him that your Planning Committee has studied the information his office or the Area Dean has provided and that you wish to proceed to the next step of conducting an information, discussion, and assessment meeting. Invite the Area Dean, as well.

6. Conduct the meeting.

7. Following the meeting, with the godly counsel of the Bishop and the advice of the Area Dean, assess the potential viability of forming a mission in accordance with the general guidance in part two of *A Vestry Manual*, “Essential Ingredients for Growth.” Are the ingredients in place to assure viability and growth in the future? Establishing a mission can become a financially costly and personally demanding process over time, so count the cost before proceeding to the next step.

8. If the assessment meeting seems positive and it looks like you will have the people and other resources to begin a mission, schedule a Planning Meeting.

9. At the Planning Meeting, develop a plan for the first year’s needs and activities.

   a. Immediate needs:

      (1) You will need a priest or deacon approved by the Bishop so that Holy Communion can be celebrated at least one service per month. Unless you have access to weekly priest/deacon support for the Eucharist, you will need to schedule Morning or Evening Prayer for the other services during the month, depending upon the time you are able to meet.
(2) You will need Lay Readers licensed by the Bishop to lead Order of Morning or Evening Prayer. In accordance with the Constitution and Canons of the Anglican Province of America, recommend to the Bishop only men who are well-grounded in faith and liturgy, who are fluent readers, and who have a genuine desire to lead the people of God in worship. Schedule a training session for training these leaders. The Area Dean is a good resource for training Licensed Lay Readers; or, if the Bishop has designated a nearby APA church to sponsor your mission, a priest or deacon from that church may also train your LLR's.

(3) You will need to form and train an Altar Guild as early as possible. This may be only one person at first; but since the altar is the center of Anglican worship, you will need a trained person to prepare the altar each week. Again, your Area Dean, sponsoring Rector, or an experienced Altar Guild member from another church can conduct this training for you.

(4) You will need facilities suitable for weekly worship. Possible resources: bank or public library community rooms, women's or garden club’s buildings, public school space, or space rented from a business complex or motel. A number of missions have found churches of other denominations willing to share space for awhile, often for no charge.

(5) Some Planning Committee members may become your Missions Committee for the first year. This committee will become the precursor to your eventual Vestry. The guidance for Vestries in both The Constitution and Canons of the Anglican Province of America and A Manual for Vestries must guide the Planning Committee in both law and spirit. All Planning Committee members should be thoroughly knowledgeable of both so that they can plan toward integration of the new mission into the diocese from the very beginning.

(6) Since the center of Anglican worship is the altar, you must make plans to purchase or borrow the following items: chalice, paten, cross, candlesticks, candles (51% beeswax for longer life), bread box, lavabo, cruets for wine and water, a suitable offering plate, appropriate linens, borse and veil, and, of course, an altar. Any large church supply house can provide these for purchase; but you may be able to borrow these from another church. Often, your visiting priest or deacon will brings those items necessary for The Order for Holy Communion. See Appendix Two for resources.
(7) While not essential, pads for kneeling during prayers and Holy Communion are desirable. These may be only padded cushions at first.

(8) A row of padded cushions may serve as an “altar rail” at first. However, it is also possible to build a simple, inexpensive altar rail that can be disassembled quickly, if your circumstances require it.

(9) Your first altar may be only a large, folding table covered with appropriate fair linen. A good seamstress can make the altar fair linen inexpensively.

(10) Any type of reading stand will suffice at first for a pulpit or lectern.

(11) A small table, appropriately covered with linen, can serve as your credence table.

(12) If you are fortunate enough to use space borrowed from another church, you may find many of these things provided in their furnishings. However, if you find you are in rented space and expect to be there for some time, and you have the luxury of setting up your furnishings and leaving them up through the week, you may want to proceed to purchase items for “Phase Two” of your acquisitions.

(13) Visitors’ Book.

(14) Record of Services Book.

(15) Altar Service Book for the Book of Common Prayer. This is indispensable and has recently been republished by Oxford Press at the request of the Prayer Book Society. May be obtained from the Society at www.anglicanmarketplace.com or 1-800-PBS-1928.

(16) Obtaining Prayer Books for your members: May be obtained from Oxford University Press in New York City (1-800-334-4249, Bible Department.) Discounts available for bulk orders. Or pew editions also available from the Anglican Parishes Assoc., 225 Fairway Drive, Athens, GA 30607 for $19.95 including postage; a box of 14 is available for $195.30, postage included. Call 706-546-8834.

(17) Church Hymnal (1940) - Sources: Amazon.com, Amazon.ca (Canada), and the Church Book Store, Reformed Episcopal Church. (Go to REC website for phone numbers and other contact information.) These are hard to find and require patient searching.
PHASE TWO PURCHASES:

(1) American flag with staff and stand.

(2) Anglican Provincial flag with staff and stand. The flag can be purchased through the Provincial Office. Staffs and stands are available from church supply houses. (See Appendix Two.)

(3) A good electronic keyboard can be purchased from a local piano/organ dealer. It can be played as either a piano or organ, have a surprisingly good sound, and can be played by anyone who can play a piano.

(4) New mission members may wish to donate items ("For the glory of God and in Memory of [or Honor] of . . . .") Therefore, establish a memorial sub-account early.

10. In addition to divine services, it is a good idea to start a Bible study group as soon as possible. The "Articles of Religion," found on page 603 of the BCP, 1928, specifically state that "Holy Scripture containeth all things necessary to salvation: so that whatsoever is not read there, nor may be proved thereby, is not to be required of any man, that it should be believed as an article of Faith, or be thought requisite to salvation." Holy Scripture, then, is the primary authority for Faith and Practice; yet sadly, many modern persons are woefully ignorant of God's Word written or have been taught falsely the content and intent of the Bible. Remember, "mission formation" involves much more than organizing a mission, in an institutional sense. It involves the spiritual formation of persons into the image and Body of Christ. This is the hardest part of mission formation, but the best place to begin is with the written Word of God, all of which leads us to Jesus Christ, the Living and Incarnate Word.

11. It is also a good thing to begin classes to instruct mission members in the Faith and Practice of traditional Anglicanism. What is Anglicanism? How are we different from other Christian bodies? As you grow, you will hopefully find that many persons from other backgrounds will hear about you and will come to "check you out," often out of simple curiosity, but may stay because they find a wonderful sense of spiritual fulfillment in our expression of Christian worship and life. Such people must, therefore, be "formed" as Anglicans; and this, of course, relates directly to the above. So instructional classes and explanation of "the Anglican way" is imperative. A group study of What Is Anglicanism? is a good place to begin. Another excellent resource for Anglican formation is A Blessed Company of Faithful People: A Workbook on Anglican Belief and Practice, by Father Mark Clavier. As the Bishop’s letter of Instruction (Appendix One) says, "It is critical that this study be conducted
for the core members of the mission in order that they may fully understand what we are and why we exist," so schedule such a study in the early stages of your formative process. Please note that Fr. Clavier’s excellent workbook begins with an overview of the biblical drama; therefore, by starting with this book, you will lay the biblical foundation mentioned in item 10. above, as well as learning about the specific religious culture of Anglicanism.

12. It is also important to plan frequent mission social activities and to celebrate significant happenings in the lives of individuals, families, and the corporate body of the church, so have fun together!

13. You will need to plan for special holy days, seasons, and services, so order copies of the annual “Kalendar [sic] of the Anglican Province of America, copyrighted annually by Ashby Company, P.O. Box 2051, Erie, PA 16512. This calendar coincides with the Book of Common Prayer (1928).

14. Legal issues:
   a. You must be incorporated in accordance with the laws of your state. Seek legal counsel for this. This may be delayed if you are operating directly under the incorporation of a sponsoring church.
   b. You must apply for an IRS Tax Number. Seek legal counsel for this. This, too, may be delayed if you are operating under directly under the incorporation of a sponsoring church.
   c. You must have mission by-laws, samples of which are available from the provincial office or your area dean.

15. Insurance:
   a. You must be insured for property and liability. There are companies that specialize in church insurance, so this should be no problem.
   b. Your treasurer should be bonded for his/her protection, as well as for the protection of the interests of the mission. A “Bonding Rider” can be added to your insurance policy.

16. Financial Issues:
   a. You must elect a treasurer at your first or second planning meeting.
   b. Do not begin receiving monies until you have established your financial infrastructure.
c. Financial infrastructure:

(1) Elected treasurer.

(2) Senior Warden.

(3) Bank account. Note: Banks may establish an account prior to receipt of an IRS Number, based on your treasurer’s or senior warden’s Social Security Number. You should have at least two people on the bank’s signature card. Have only one bank account. This saves on service fees. Use ledger entries to separate sub-accounts.

(4) You may use a hand-written, single-entry bookkeeping format or any number of computer software programs for church finances.

(5) It is a good thing to have Certified Public Accountant support on an “on-call” basis to advise you on church/staff tax matters.

(6) Establish sub-accounts as needed, such as a General Fund, Building Fund, Flower Fund, and Memorial Fund.

(7) Train yourselves to tithe to your diocese from the beginning. Build your tithe into your initial budget. At a minimum, you should give ten percent of your undesignated offerings.

(8) In your initial planning meetings, ask for pledges for the remainder of the Church year so that you can develop a budget that should include from the outset the cost of stipendiary priest support and your tithe to the diocese.

17. Planning your future:

a. You must understand your unique identity as traditional Anglicans and why your mission is important in the work of God’s kingdom. Lacking such an understanding, you will have no positive vision and identity to articulate to others as you pursue your mission of evangelism. You do not exist to provide an anti-Episcopal church, but to promote the fullness of the Christian sacramental life in a beautifully catholic liturgical tradition that can meet the needs of many people in search of such fulfillment.

b. Not later than Planning Session Two, you should select three possible names for your mission and submit them to your bishop, who will name your mission on behalf of Almighty God.
c. You should schedule a long-range (Five Year) Planning Session within your first year to develop a strategic plan for your future. You should ask yourself, “Where do we want to be in five years? What do we want to look like both spiritually and organizationally? And what steps must we take in the next five years to realize this vision?” You should record your answers to these questions; and out of your deliberations, you should develop a

(1) Vision Statement

(2) Mission Statement

(3) Long-range Goals (broad statements of desired ends out to five years) and

(4) Short-range Objectives (specific objectives to be accomplished in the first year). These objectives should then be assigned to responsible persons or committees for accomplishment and accountability.

Do not rush through this planning process. Strategic planning is hard work. It is best if you seek the services of an outside person, such as the Rector of the sponsoring church, your Area Dean, or a professional planning consultant; but as a minimum, educate yourselves by visiting various internet sites. A model for strategic planning in churches can be found in *Forward Together*, by John Johnson, ISBN 0-7673-3115-X, Chapter 11.

A Final Note

All activities should begin and end with prayer. Remember to seek the prayers, blessings, and guidance of your Bishop. He is your Pastor and must be kept informed of your progress. He will also understand if you have to “make do” with less than ideal space, furniture, and altar appointments. Also, keep your Area Dean or sponsoring Rector informed. They, too, have a “need to know” what you are doing and can provide invaluable information and advice as you go through the exciting challenge of mission formation.