

★ The Episcopal Diocese of Texas

CHURCH PLANTING IN THE EPISCOPAL DIOCESE OF TEXAS

The Diocese of Texas is actively identifying leaders and locations to plant new communities that are faithful to our Episcopal tradition and responsive to the context they are planted in, reaching those that are not yet participating in Christian community.

OUR PROCESS

The Bishop Diocesan identifies leaders and locations for new communities. Potential church planters go through an assessment process to determine their proclivity for church planting. The goal of this process is to clarify for leaders how they are called to participate in God’s mission. After completion, the assessment is submitted to the Bishop for consideration.

[Locations for church plants](#) are determined through an ongoing review of the growing population areas within our diocese, discernment with leadership of the diocese and sending congregations as well as taking into consideration the strengths and passions of potential planting candidates.

It is the goal of our Diocese to develop healthy, self-sufficient missional congregations. Below is a brief sketch of the initial developmental work of a church plant. The intent of this document is to establish the general expectations of the diocese, planter, and new faith community.

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CHURCH PLANTER QUALIFICATIONS

DEFINITION OF A CHURCH PLANTER A church planter is a spiritual leader to a city, town, or neighborhood called to develop a worshipping community in the Episcopal tradition. The planter provides a bridge between their context and the Church, through evangelism, a ministry of presence, working to strengthen collaborative ties with neighborhood leaders, and participating in neighborhood activities. All potential church planting candidates go through an assessment process to determine their proclivity for church planting.

WORK OF A CHURCH PLANTER In an effort to develop a worshipping community in the Episcopal tradition, the primary work of a church planter includes:

- Gather a community as a local expression of the Body of Christ for the purposes of discipleship formation, worship, and service.
- Build relationships with persons and institutions of the local community
- Provide meaningful worship, spiritual formation, and service for the unchurched in a specific context
- Identify and equip leaders for ministry
- Develop systems in a fellowship that will support movement towards mission status, as appropriate, with the eventual goal of parish status
- Perform the administrative tasks required of the ministry, including goal setting and evaluative reports of ministry initiatives
- Maintain ministry partnerships within the diocese and participate in diocesan life
- Perform special projects and other duties as assigned

TRAITS OF A CHURCH PLANTER Some of the experience, skills and abilities required to develop such a community in the Episcopal tradition include:

- Compelling spiritual life and a passion for the Gospel
- Ability to communicate the Gospel in ways that others find engaging and relevant
- Spiritual maturity, self-awareness, and authenticity
- Ability to lead, organize, and equip others in ministry
- Entrepreneurial leadership
- The ability to lead through change
- A willingness and ability to be vocationally flexible
- Ability to develop a good rapport with diverse groups
- Ability to work in collaboration with others
- Strong verbal and written communication skills
- Ability to use social media tools to promote the ministry
- Professional accountability and transparency

INTEREST IN CHURCH PLANTING If you are discerning a call to be a church planter in the Episcopal Diocese of Texas, you are encouraged to first review our list of [prioritized areas](#). After reviewing, email an OTM portfolio and resume to the Diocesan [Transitions Officer](#). More information on the position can be found [here](#).

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CHURCH PLANT MISSION STRATEGY DEVELOPMENT

The Bishop Diocesan calls a church planter to a general area or demographic. The church planter is charged with surveying these communities to make the following determination:

- Determine the specific geographic area to focus the work of planting.
- If this is not the correct area for this specific plant, the planter is expected to propose another area of focus to the Bishop within 90 days of the planters start date.
- If this is the correct area for this specific plant, the planter is expected to propose a more specific area of geographic focus to the Bishop within 90 days of the planters start date.

This strategy begins with studying the community. The planter will pull a [MissionInsite report](#) that will provide you a glimpse into the realities faced within this particular community. Begin conducting windshield surveys using [this form](#).

FOCUS AREA & INTERVIEWS Once you have completed your data study and visual analysis, determine where your focus area is. Identify who you know—or need to know—to speak with about planting a new congregation. Use [this form](#) to map out your focus area and identify interviewees—using [this form](#) as well. When conducting interviews, [this document](#) will provide prompts for interviews. You should average 3+ 1-to-1 interviews, 5 days a week. Through these conversations you want to acquire no less than 24 interested individuals in starting a new church together.

PRAYER WALKS & PROPOSAL When you are content with the number of connections you have made, use the [Minimum Viable Community \(MVC\) form](#) to develop initial vision, mission and group identity clarity and submit this with your proposal for a specific area of focus to the Bishop. You will then begin scheduling prayer walks. [This document provides instructions for prayer walks](#), inviting those that have shown interest in starting a new church together. When conducting prayer walks, ensure that participants always wear masks, retain 6’ physical distance, bring proper footwear and remain hydrated.

INITIAL GATHERINGS As a group of 24 or more interested persons begins to form, the planter should begin to hold gatherings with increasingly regularity. During these meetings, the planter will offer instructed prayer (Morning, Evening, or Compline), using the Book of Common Prayer in order to teach participants Episcopal practice and identity, as well as begin to form group affinity and cohesion.

MARKETING, CANONICAL STATUS & NAMING Until the Bishop Diocesan names a community it is common for church plants to promote themselves as “The Episcopal Church in [Geographic Designation]”. When a group of 24+ are regularly gathering to worship in the Episcopal tradition the planter should coordinate the submission of a letter to the Bishop requesting Episcopal Fellowship status and naming of the community in the manner established in [Diocesan Canons & Constitution](#) Title III, Canon 5, Section 5.3. This letter should be signed by all those 18+ who intend to be members of the new church.

SELECTING SPACE FOR PUBLIC WORSHIP During to current pandemic, planters should abide by the Bishop’s current guidelines for worship. When regular worship practices may resume, selecting a space for public worship requires several considerations. Acquiring a space that is too large, will make your work feel insignificant even when thriving. Too small and the community will shrink to a size comfortable in that space. Acoustics matter as well. The more rhythmic your worship music, the less accommodating an acoustically “loud” room will be (see “Music in Church Plants” section).

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To begin, estimate your average worship attendance. You will need 9 sq. ft. per person in the areas designated for seating during worship. The seating area excludes greeting area, children's space, aisles, altar area, contiguous rooms, etc. Your average worship attendance estimate should account for approximately 30% of the available seating area in the space you choose for worship. This provides a comfortable amount of space for guests. Once you fill 70% of your seating area it will be time to plan for an additional service or a new location (see "Building & Property Guidelines").

GRAND OPENING Once an appropriate public site is acquired and a suitable number of people have committed to becoming members of the new plant, a "grand opening" is scheduled designating the start of weekly worship. For the grand opening, the liturgy for opening of a new congregation should be conducted (Book of Occasional Services p. 235).

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CHURCH PLANT BUDGET BUILDING

Budgets should always be developed to support the vision of an organization. Before developing your budget, refer to the MissionInsite report and MVC worksheet. Develop a startup budget proposal that reflects the demographic realities demonstrated in the MissionInsite report and would support the MVC plan. A Google search will provide simple to complex budget worksheet examples. Whatever template you use, your budget should include income and expenses.

INCOME It is important to develop multiple sources of income. There are 3 primary sources of income for most new churches:

- Pledges & Offerings
- Diocesan Support
- Other Mission Grants & Gifts

PLEDGES & OFFERINGS An estimate of projected pledge and offering income will be based primarily on the demographics of the county or city that you are planting in. You can find the average household income for a family in your community using your MissionInsite report. People give on average 2.4% of their income to charity.

Choose a realistic number of households you hope to have regularly attending after one year based on the population density of your area. Most church plants require 150-200 regular participants to reach self-sufficiency. Household income in your area, the amount of overhead, and church planting model all factor into how many “giving units” are required to attain financial sustainability. A giving unit can be defined as a household that gives to the new church. This will be more accurate than estimates of giving per person. Take the # of giving units, multiplied by the average household income, multiplied by 2.4%. This is your potential annual pledge and offerings income.

$$\begin{array}{r} \text{___} \text{ \# of GIVING UNITS} \\ \times \text{ ___ AVERAGE HOUSEHOLD INCOME} \\ \times \text{ 2.4\% AVERAGE INCOME PERCENTAGE GIVEN} \\ = \text{ ___ POTENTIAL INCOME} \end{array}$$

Raising support for your plant and developing giving within your new community are skills that all personalities and temperaments can learn. Episcopal organizations such as [TENS](#) and [ECF](#) provide a variety of tools to help you develop your giving strategy.

DIOCESAN SUPPORT A viable church plant can reach self-sufficiency within 5 to 10 years depending on the average income of the area or demographic served. The Diocese of Texas supports the salary and programming at different levels from 1 up to 10 years. In the first year of a church plant, the Diocese supports the planter’s salary, coaching and other expenses which are minimal as there is not a community gathering yet. For 5-year planting plans, during the second and third year of the plant diocesan support increases. In the fourth and fifth year, the diocesan support winds down in one of two scenarios: 1) an increasing income from other sources (pledges, offerings, other grants, etc.) covers a growing amount of the budget or 2) a congregation does not thrive, in which case, the planter, Bishop and community discern how to operate without diocesan support or whether to cease operation.

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OTHER MISSION GRANTS & GIFTS There are a variety of grants available within the Diocese and within the wider Episcopal Church from [Strategic Mission Grants](#), [DFMS New Community Grants](#), [UTO](#) and [EES](#).

EXPENSES Key areas to consider for your startup costs—and percentage estimates—are as follows:

- Personnel (50-65% of budget) *Salary, housing, health insurance, pension, etc.*
- Facilities Rental (10% of budget) *worship, office, and storage spaces and liability insurance*
- Worship (10-25% of budget) *liturgical materials, prayer books, Bibles, technology*
- Outreach (3-5% of budget) *programs designed for the church to get to know the community*
- Marketing (15-20% of budget) *website, logo design, signage, mailings, visitor gifts*
- Administration (4-6% of budget) *office supplies and technology, legal and licensing fees*
- Team Development (2% of budget) *coaching, training and events designed to build teams*

Other areas you might want to budget for include diocesan assessment, future building, investing in other church plants, clergy continuing education or conference expenses. No matter how much money you allot to each area, your total should equal 100%.

To reach self-sufficiency, a plant needs to regularly bring in more income than costs. In middle to high income communities, a plant should reach this point by the end of year 5 or have a clear plan to reach self-sufficiency shortly thereafter. In low-income communities 10 years is a more likely estimate for reaching self-sufficiency.

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CHURCH PLANT TIMELINE DEVELOPMENT

Every church plant develops on a unique timeline—mission always moves at the speed of relationships. At the same time, your budget building process provided the opportunity to establish a plan with participation and financial goals. A timeline establishes when you will reach those goals and what needs to be done ahead of time to make those accomplishments. What follows are benchmarks that offer estimates based on church planting experience and canonical expectations for the various stages. Use this to develop your church planting timeline.

FIRST 90 DAYS

- ✓ Complete [Safeguard training](#)
- ✓ Review [Diocesan Clergy Manual](#)
- ✓ Complete Mission Strategy (See below i.e. MissionInsite, MVC, etc.)
- ✓ Determine how initial banking will be managed
 - Until state and federal requirements for banking are established (see below), professional reimbursements may initially be managed by a supporting congregation or EDOT
 - If reimbursement is provided by the Diocese, approval will be provided through the Mission Amplification office
 - Professional expenses should be reimbursed monthly
- ✓ Develop social media properties for plant
 - Use consistent design and logo schemes across platforms
 - Establish regular e-newsletter
- ✓ Determine suitable meeting location
- ✓ Start meeting with a church planting coach
- ✓ Start meeting with diocesan church planting cohort
- ✓ Recruit 10+ interested households (individuals or families)
 - Begin social gatherings
 - Refer to [these guidelines](#) for healthy group dynamics
- ✓ Begin First Time in Charge
 - FTiC is a monthly training at Camp Allen for new congregational leaders

3-6 MONTHS

- ✓ Attend Clergy Conference
- ✓ Begin semi-regular interest meetings/evening prayer gatherings
- ✓ Establish a prayer team
 - Individuals, congregations that will regularly pray for your plant, updated via your newsletter
- ✓ Develop your core team
 - Music, a/v, hospitality, children, visitors, giving, etc.
- ✓ Establish [Register of Church Services](#) and [Register of Church Membership & Rites](#)
- ✓ Draft a preliminary stewardship and fundraising strategy
 - Determine software to track giving, attendance, etc. (i.e. [Planning Center](#), [Breeze Tithe.ly](#), etc.)
 - Determine platform for online giving ([Square](#), [Stripe](#), [Tithe.ly](#), etc.)
- ✓ Request a commissioning service with Regional Bishop and sponsoring parish for planter and team using the liturgy for commissioning a church planter ([BOS 229](#))

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6-9 MONTHS

- ✓ Developing marketing strategy and collateral
- ✓ Determine worship music approach and acquire necessary resources (i.e. [1982 Hymnal](#), [LEVAS](#), [Music That Makes Community](#), [Communion Arts](#), [A New Liturgy](#), etc.)
- ✓ Acquire licenses for music (i.e. [OneLicense](#), [CCLI](#), etc.)
- ✓ Review the [Invite](#), [Welcome](#), [Connect](#) checklists and prepare accordingly
- ✓ Begin “soft opening” services (semi-regular)
- ✓ Offer confirmation/membership classes
- ✓ Attend Diocesan Council

9-12 MONTHS

- ✓ Implement marketing plan
- ✓ Submit letter requesting Fellowship status and name (III.5.3)
- ✓ Schedule Bishop’s visit
- ✓ Schedule “grand opening”

YEAR 1

- ✓ Begin weekly worship services
- ✓ 3-member Bishop’s Committee named by Bishop Diocesan
 - Bishop’s Committee is to Fellowships and Missions what a Vestry is to a Parish; a collection of lay leaders in the congregation that assist the head of congregation in maintaining the assets, budget, record keeping and public worship of the congregation (III.2)
- ✓ Confirm new members during Bishop’s visit
- ✓ Establish state and federal requirements for banking under supervision of Diocesan Chancellor via Diocesan Finance Office following [these guidelines](#)
- ✓ Establish banking arrangements, including credit cards
- ✓ Set up accounting, payroll systems, train user
- ✓ Acquire letters of transfer for those transferring from other Episcopal congregations
- ✓ Conduct a self-assessment using [this workbook](#) to determine your effective welcome of visitors

In the year following the creation of the Bishop’s Committee, elections for staggered terms will be held on the first Monday in January or first day thereafter convenient for the election (III.5.3)

FELLOWSHIP STATUS An Episcopal Fellowship is a worshipping community that gathers weekly under the leadership of Diocesan planter. In any place where the establishment of a Mission does not appear feasible, a Fellowship may be established by the Bishop Diocesan. Each shall be entitled to one Lay Delegate with voice, but without vote at Diocesan Council. Canon states that the Bishop will report the number of fellowships and the following details to Council: location, means provided for their maintenance, terms, conditions, and limitations of their existence.

FELLOWSHIP TO MISSION STATUS When a Fellowship is able to accept fiscal responsibility for the payment of an annual assessment and 10 or more baptized persons 18 years or older are able to request of the Bishop organization as a Mission, in accordance with III.5.1. Mission status is granted from the Bishop Diocesan and is presented and ratified by the following Diocesan Council. A new Diocesan Mission should be fiscally prepared to pay a Diocesan assessment (10% of giving) in the year following their presentation as a Mission at Diocesan Council.

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MISSION TO PARISH STATUS When a Mission can afford full-time clergy, compensated commensurate with Diocesan guidelines and the clergy person's qualifications and experience, and paid for from the Operating Budget of the congregation, 25 or more confirmed communicants of at least 18 years of age may submit a letter requesting parochial status of the Bishop. Copies of the Operating Budget and Income Statements for the prior two complete calendar years and copies of the current-year Operating Budget and Income Statement must be provided with the request. The letter must be signed by the Vicar and a majority of the Bishop's Committee confirming their desire to petition the Annual Council for parochial status, meet the above criteria, and to continue to spread the Good News in their community and grow the Body of Christ in their congregation. The congregation must be able to pay its full Diocesan Assessment and have not received financial support from the Diocese and a growing average Sunday attendance (ASA) over a period of two full years. Offices of parish leadership must be filled by confirmed communicants in good standing, possessing any other qualifications prescribed by Canon.

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ESTABLISHED CONGREGATIONS & CHURCH PLANTS

While each congregation is unique and the gifts it has to offer are congregation-specific, a sending congregation must see their role in church planting as pastoral, financial, spiritual, and sacrificial. A congregation may plant a new community as a missional community, second site or parochial mission.

Missional Communities are small, experimental gatherings intended to reach those that will not, or cannot, participate in a traditional Episcopal Church. Second Sites are geographic extensions of the supporting parish and operate under the authority of the parish. Parochial Missions establish a unique identity distinct from parishes yet operate under the authority of the parish. To be formally organized and recognized at Diocesan Council, parochial missions must be governed under the rules consented to by the Rector of the Parish, and under the supervision of the Rector.

In preparation, a potential sending congregation will submit their request to begin the process of planting a new community through the Regional Bishop's office. Upon approval, the sending congregation will be expected to complete a congregational assessment. This study will assist a congregation in determining its readiness for church planting.

CHURCH PLANTS LED BY CLERGY If the Bishop is supportive, the Rector and Vestry will begin to roll out a church planting vision to the congregation. The congregation may apply to have a curate with an interest in church planting in their congregation for 2 years. Once a curate is selected and placed, the potential planter goes through the diocesan church planting assessment process and begins to develop relationships inside and outside the congregation. If the curate is assessed as a candidate for church planting, location for the plant is refined and proposed to the Bishop Diocesan and the general area for a plant is selected.

With leadership and location details now available, the leaders of a parish will begin to roll out a more explicit vision to the congregation, explaining several specific pieces from the pulpit, in print and online:

- **WHY** The evangelistic imperative for partnering in the start of new congregations.
- **HOW** Offering clarity on how financial gifts can be given, when and where they can volunteer (this can be through prayer walks, neighborhood surveys, community outreach programs and Sunday worship—see “Mission Strategy” above) and how they can pray for this new congregation.
 - **FINANCIAL** A congregation may choose to set a goal of support raising with their congregation or establish a contribution amount up front.
 - **VOLUNTEERS** Members interested in offering their time and talent to the development of a new congregation can assist by participating in prayer walks, neighborhood surveys, community outreach. Their training in such work, which the planter will extend to all participants, has the added benefit to the parish of now having members with experience in this kind of neighborhood mission.
 - **PRAYER** Lifting up a new plant through corporate prayer in parish services as well invitation of members to pray throughout the week is an immeasurable gift to a young congregation.

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- **WHO** It is important that the leadership of the new congregation be invited to share updates in whatever way fits the culture and rhythm of the established congregation—this may be in print for newsletters or in person through forums and sermons.
- **WHEN** Communicate the timetable of the church plant so that members of the parish remain informed and enthused about the results of their involvement.

Representatives of supporting congregations will be asked to stand with the new congregation when they ring the Great Commission bell at Diocesan Council and participate in the first public service of the congregation.

During the second year of a curacy, the congregation can then begin the process to apply for a [Strategic Mission Grant](#) (SMG) to plant a new congregation after the end of the curacy. Awarded SMG grants run for 3 consecutive years.

MISSIONAL COMMUNITIES, ETC. THAT GROW INTO CHURCH PLANTS When a missional community, parochial mission or second site begins to grow beyond the supporting capacity of its sponsoring congregation, it is time to discern whether this is to become a Diocesan Mission. Like a child that grows up, matures, and leaves the home to support themselves in adulthood, this is a joyful occasion and a reflection of a congregation conducting faithful evangelism and discipleship.

The following are factors congregational leadership ought to consider when discerning whether a missional community is to become a church plant:

- **LEADERSHIP** Does the community have leadership in confirmed Episcopalians that are in good standing with the head of congregation, vestry and Bishop Diocesan?
- **FINANCES** Has the community demonstrated a capacity to raise funds and are participants prepared to steward their resources towards the future sustainability of a church?
- **MISSION** Is it clear that the community is—and could continue to—serve a population underserved by other Episcopal congregations in the area?
- **GROWTH** Has the community(s) outgrown the supporting capacity of the sponsoring congregation? (This may be based on factors such as financial support, space usage, etc.)
- **SUPPORT** Has the head of congregation and vestry determined what kind of step-down support they will provide to the new church and over how long after this transition? (i.e. spiritual, financial, and/or administrative support)

When the head of congregation and vestry are prepared to move a community to a Diocesan Mission, a letter is submitted to the Bishop Diocesan relinquishing pastoral authority over the community. Following acceptance, the members of the community will submit a letter requesting Diocesan Mission status in accordance with [Diocesan Canon & Constitution Section 5.1 of Title III](#). Upon acceptance by the Bishop, the established congregation and new church would follow the guidelines for church planting listed above under “Mission Strategy” (p.2) and “Timeline” (p.5) as appropriate.

CHURCH PLANTS LED BY LAY MISSIONERS Lay leaders that are members in good standing in the Episcopal Church and the Bishop Diocesan may also be called to church planting. The assessment and deployment of lay missionaries is the same as that of clergy. Lay Missioners cannot execute those duties exclusively assigned to a priest such as absolution, blessings, and consecration of Holy Eucharist. The sacramental life of a church plant will necessarily be supported by a supporting congregation and Holy

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Eucharist will follow the method articulated in the “[Communion in Missional Communities](#)” document when a priest cannot be present. As a community matures and a desire for a sacramental life is cultivated, a bi-vocational priest may be partnered with a Lay Missioner or a transition may begin so that a vocational planting priest may be assigned. If a Lay Missioner enters vocational discernment, it will be under the care of a supporting congregation, not the church plant. Fulfilling the role of a Lay Missioner does not expedite one’s discernment process and eventual ordination in the Episcopal Church is neither expected nor required of a Lay Missioner.

CHURCH PLANTS FROM THE ANGLICAN DIASPORA The Diocese hopes to establish ministries within the growing diverse populations among whom we live. Particularly, this vision will be moved forward through those affiliated with other provinces of the Anglican Communion or resonances with Anglican worship, polity, or sensibilities. When such a community desires to affiliate, the Diocese will follow this three-staged strategy:

INITIAL STAGE

- ✓ Meet w/ Congregation
- ✓ Meet w/ Leadership
- ✓ Determine Pastor/Priest/Lay Pastor Rationale for Affiliating
- ✓ Determine Denominational Affiliation

DEVELOPMENT STAGE

- ✓ Assess Congregation Formation Needs
- ✓ Determine What Roles/Licensing is Required
- ✓ Conduct Safe Church Training
- ✓ Determine Ordination Status/License
- ✓ Provide Appropriate Training and Assessment
- ✓ Locate Host Congregation w/in Diocese
- ✓ Determine Costs of Affiliation to Diocese

AFFILIATION STAGE

- ✓ Establish Canonical Status
- ✓ Complete Affiliation Plan
 - Host Congregation Arrangements
 - Review Stewardship Data and Development
 - Review Mission and Evangelism Plan
 - Review Diversity Statement and Vision
 - Review Lay Leadership Development Plan
 - Salary and Benefits
 - Banking, Bookkeeping, Insurance, and Property

PREPARING MUSIC IN CHURCH PLANTS*

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The music in your church plant is about 3 ideas: giving glory to God, fulfilling a liturgical role and developing the flourishing of musical artists. When planning your worship, think of liturgical blocks of time such as what follows:

- Block 1: Advent (4), Xmas (~2), Epiphany (~7)
- Block 2: Ash W (1), Lent (5), Holy Week (~5)
- Block 3: Easter (~6), Pentecost (1), Trinity (1), through about June 4
- Block 4: Season after Pentecost (July & August ~9)
- Block 5: Season after Pentecost (September, October, Nov until Advent ~12)

In your preparation, consider the disciple-making aspect of worship. For this purpose, you may want to consider the seasonal themes as described by AJ Sherrill:

- Advent-Epiphany: God *with* us
- Lent-Easter: God *for* us
- Eastertide-Pentecost: God *in* us
- After Pentecost: God *through* us

For each liturgical season, ask yourself the following questions:

- Who is the primary musical artist going to be in this time?
 - Once they are identified, how can you get on the same page with them?
- What are the lyrics, old & new, that are truly best sung during this time?
 - What songs can I pre-approve on a playlist for them to sing during this time?
- What musical styles and instruments can best sing us through this time?
- Who are the supplemental musical artists that the primary artists can invite during this time?

SONG SELECTION If you are clergy, you have the authority to be the decision-maker, but it is important to reflect on how you want to wield the authority you have. Do you want to decide the songs each week? Or would you rather develop your musical artists to be persons who select the kind of songs appropriate to the liturgical scene and the formation work you are conducting through worship?

- Read the Preface to the 1979 BCP.
- Read this section from “Concerning the Service of the Church” BCP, page 14:
 - Hymns referred to in the rubrics of this Book are to be understood as those authorized by this Church. The words of anthems are to be from Holy Scripture, or from this Book, or from texts congruent with them.
 - On occasion, and as appropriate, instrumental music may be substituted for a hymn or anthem.
- Read Canon II.5: *It shall be the duty of every Member of the Clergy to see that music is used as an offering for the glory of God and as a help to the people in their worship in accordance with the Book of Common Prayer and as authorized by the rubrics or by the General Convention of this Church. To this end the Member of the Clergy shall have final authority in the administration of matters pertaining to music. In fulfilling this responsibility, the Member of the Clergy shall seek assistance from persons skilled in music. Together they shall see that music is appropriate to the context in which it is used.*

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EQUIPMENT You do not need any of these but if you want to work toward them, get scrappy, raise some money, etc.

- Church owned drum kit: though, you might consider inviting your drummers to use their own snares or cymbals unless you want to keep buying them every time they break.
- Guitarists will probably want to use their own gear.
- Have a “direct input” for your bassist
- Go for a soundboard that your tech can run off an iPad anywhere in the room.
- Keyboardists will bring their own laptops, maybe your church could have a church owned weighted keyboard.

LICENSING Make sure you have a license to rehearse, stream, and perform. It is cheaper than often imagined. Make sure you properly cite on video, projection, and print. Here is how to properly do this:

“SONG TITLE” by WRITER CREDITS. © YEAR & COMPANY Used by permission. CCLI License # YOUR CHURCH’S NUMBER.

The CCL number is your church’s number. Every time. It is not the CCLI number associated with the song you selected. For example:

“Hallelujah” by John Doe. © 2018 Good Music Co. Used by Permission. CCLI License #12345.

REPORTING Every 2.5 years you must report to your licensor six-months’ worth of songs sung. They will tell you when they need the report. It is better to track the songs sung every week in your worship planning software. Plug in your licensing information at the beginning, and then, when it is time to report, you will just download the report and submit to your licensor.

MUSICAL ARTISTS COLLECTIVE Consider starting a missional community for artists rather than merely hiring artists:

- Pray about, find, and recruit a musical artist who is dialed in to the music scene in your community.
- Instead of merely paying them to gig your liturgies, ask them to develop a collective of musical artists who want to get together with others at least once a month to explore their craft.
- You can co-create the monthly experience with them if needed, but do not make it harder than it needs to be. This is a chance for local musical artists to get together with other musical artists. You can co-create a space that encourages brave sharing. You can bring in guests to talk about different aspects of being a musical artist (i.e. recording, finance, creative roadblocks). You can share music with each other. You can go to each other’s shows. You can put on a show that is non-liturgical.
- And as you build relationships, let them know they have an open invitation to sit-in every 7 days and make live music that is not a show...but a liturgy.
 - Be prepared to budget for this if they do want to sit-in. It does not have to be over the top. You are encouraged to take the approach that says it is better to move dollars towards people rather than toward gear or subscriptions or other things, when possible. For your finance people, this is contract not employee.

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* This section written by Jacob Breeze, Holy Family Episcopal Church, Houston.