

VUSA Missions 2024 Partnership Manual

A workbook for creating a framework for a healthy and growing
Missions Partnership

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BUILDING A PARTNERSHIP MANUAL

The Purpose

"It is our hope that as you work through the topics contained in this manual that it will bring definition and clarity to what this Partnership is all about and ways to form a strong partnership that will impact people for Christ's Kingdom. It will address how we intend to do our work together and help build the framework upon which this Partnership will flourish. If you go through this workbook with your team, you will have produced documents that you can use to grow and build your partnership."

Ross Naylor-Tatterson Partnership Catalyst VUSA Missions

Introduction

One of things we often say at Vineyard Missions is that "Context Determines Strategy." And so, for as many Partnerships as we have working in various cultural and political contexts throughout the world, we will likely have that many unique strategies and structures at work. However, beyond what makes each Partnership unique are a number of core values that are common to all... values that reflect both our Vineyard Missiology and our Movement's genetic code. And so, as you continue reading and reflecting through this manual, it is our hope that you not only gain a deeper understanding of how Mission Partnerships work, but how your Partnership can more effectively develop its own unique expression based on your context.

If you have recently accepted the responsibility of leading your Mission Partnership, then, along with this manual, we would also urge you to attend our yearly Mission Leader's Meetings held each spring. You will find it far more helpful than simply reading a manual like this. But more than that, you will be so encouraged as you meet so many who have not only been where you are... but are beginning to experience, in their Partnership, what you dream of when you think of what you and your Partnership can one day accomplish with God's power and provision.

So, read on... and get ready for an adventure that will no doubt lead you through some challenging terrain en route to what will one day prove to be a wonderful destination. That is, a healthy, reproducing movement of indigenous Vineyard Communities of Hope. A little unsure? Then just reflect on the words of Habakkuk in

Habakkuk 1:5 where God says, "Look! See! I am going to do things in your day which you wouldn't believe even if I told you."

Three Parts to this Workbook:

The first is the **Vision Document**, which outlines your vision and mission statements as well as your goals. Then there is the **Partnership Agreement**, which presents the core set of values and requirements to which each member church/ individual/ organization is being asked to commit. And then there is the **Policy document**, where you identify the kinds of decisions and procedures your Partnership will embrace to facilitate your vision.

1. Forming Partnership Vision Document

a. Introduction

The process of creating vision and mission statements can be a challenge for a lot of people, though, it is an essential part of building a viable Vision Document that could be sent, for example, to churches interested in joining your Partnership.

*So, what is a vision statement and how does it differ from a mission statement? While there are many definitions of each, a **vision statement** will typically reflect the preferred outcome regarding the people with whom you are ministering as well as the dream you have for your Partnership and focus country.*

*In other words, with a view of God's power and provision, what do you believe the future holds for your Partnership, the country in which you are working, those with whom you are ministering, and the Vineyard Movement in that country? A **mission statement** on the other hand, reflects your Partnership's unique role or responsibility in making that preferred future a reality.*

b. Identifying Short & Long-Term Goals

Prior to writing a vision statement, it can be helpful to identify your Partnership's short & long-term goals.

- i. Where do you want to be in 1 year?
 1. 3 or more churches joining our Partnership, by creating a marketing and promotion strategy. ([Recruiting New Partner Churches](#))
 2. ["Look and see"](#) trips for new potential members"
[Short term but strategic partnership member trips](#)
 3. Raise up regular prayer teams in the local churches
 4. Visit Partner churches in the USA presenting opportunities for involvement, Local Church Based Mission(LCBM). ([Fathers's heart for the Nation Workbook](#) and [Father's Heart for the Nation slides](#))
- ii. Where do you envision your Partnership in three years?
 1. Indigenously led churches planted, using either the Disciple making Movement or traditional church planting team methodology
 2. Building Kingdom Communities that are beginning to meet the felt needs of the surrounding community.
 3. Identifying indigenous/national leaders of leaders
 4. Delivery of trainings on Leadership, Kingdom theology and practises and spiritual formation and other relevant topics
 - 5.
 - 6.
- iii. How about in five years?
 1. Indigenous Vineyard churches engaged in planting Vineyards.

2. Effective, ongoing ministries of compassion and justice to and with the poor that are sustained & maintained by local Vineyards.
3. The formation of national leadership coordinating together strategic development of the movement.
- 4.
- 5.

iv. Summarizing Your Partnership's Short-term and Long-term Goals:

c. Writing Your Partnership's Vision Statement

i. An example of Partnership Vision Statement

1. *We exist to see an indigenously led, self sustainable church planting movement in the nation of fostered in a relational system of support and collaboration, in such a way that encourages healthy spirituality and generosity for Kingdom advancement.*

ii. Our Partnership's Vision Statement

d. Developing Your Five "Next Steps"

It is important that you and your Partnership have some clear steps that will move you toward the vision you have just written. For prospective churches interested in joining your Partnership, this can be just as important as the vision itself.

- i. What five things can you do now to move you toward your 1-year goal? Under each, list the three main things you will need to do to make that happen.
 1. Develop a plan for recruiting additional partner churches

- a. Plan a "Come and See trip" Vision Trip and invite area pastors
- b.
- c.

2. Have a face-to-face Partnership Meeting and complete a draft of our new Partnership Manual.

a.

b.

c.

3.

a.

b.

c.

4.

a.

b.

c.

5.

a.

b.

c.

6.

a.

b.

c.

e. Building a Mission Statement

i. Write down five words or statements that describes your Partnership mission:

1. For Example:

- a. Church Planting
- b. Relationally led
- c. Kingdom of God practices
- d. Self propagating and self sustainable
- e. Healthy and empowered leadership

ii. Our Partnership's Mission Statement

1. An Example:

"We exist to provide an enabling and relational system of support to the Vineyards in the Philippines in such a way that encourages healthy spirituality and displays generosity for Kingdom advancement."

f. What other things would you want to be included in your one or two-page Partnership Vision Document

- i. If you had just a few minutes with a church interested in joining your Partnership... or with a partnering church needing re-envisioning, What could you say to inspire them toward your dream?(refer to the "Color Box story Framework" in Appendix E.)

- ii. How could you articulate that in a short paragraph?

For example:

"How would it be waking up everyday of your life know you have to find hiding places for violence and sexual harassment in your own village, just because you a young girl. Add to this, going to bed hungry every day of your life as long as you can remember. Well there are countless boys and girls around the world who experience this. Thank God we have formed a partnership in the Vineyard targeting especially people like this in Where we are actively not only meeting the basic needs of food and clothing, but introducing them to the transforming work of the Holy Spirit. They are meeting Jesus and they are finding family, hope and a future. Now they are joining us in bringing life and light into their formally unreached people group. It is mind blowing what God is doing. You and your people can be a huge part of this story . Please come and join us to hear more at (this time and place...and get to hear first hand from some of the transformed lives."

2. Developing a Partnership Agreement

A Partnership Agreement is an essential part of any Partnership Manual. It is the place where member churches affirm their commitment not only to the vision and mission you've already identified but to your Partnership's agreed upon policies and requirements as well.

a. Components of a Partnership Agreement

- i. List five things you believe would be critical when forming an agreement between partnering churches
 1. Agreement over Partnership Vision/Mission Statement
 2. Length of church commitment to the Partnership
 3. Financial commitment
 4. Commitment to go and or send
 5. Attendance at partnership meetings
 - 6.
- ii. What are some of the values you would like your Partnership to embrace?
 1. Common acceptance of Vineyard values and the five foundations of VUSA Missions ([see https://missions.vineyardusa.org](https://missions.vineyardusa.org))

Core Commitment 1: [Empowering Local Church-Based Mission](#)

Core Commitment 2: [Building Partnerships as a Key Strategy](#)

Core Commitment 3: [Establishing Church Planting Movements](#)

Core Commitment 4: [Raising Up and Releasing Indigenous Leaders](#)

Core Commitment 5: [Contextualizing Vineyard Values in Each Culture](#)

[Getting started in Missions Partnerships](#)

2. Each church sharing responsibility

3.

4.

5.

6.

b. Partnership Requirements

i. What kind of things should the Partnership expect of each member church? List additional thoughts under each point.

1. Financial giving to the Partnership

a. How much?

b.

c.

2. Meeting Attendance

a.

b.

c.

- 3.
 - a.
 - b.
 - c.

- 4.
 - a.
 - b.
 - c.

- 5.
 - a.
 - b.
 - c.

- 6.
 - a.
 - b.
 - c.

c. The Process of Joining a Partnership

- i. What should the process look like for a new church joining your Partnership? List five expectations you would have.
 - 1. Sr. Pastor or Sr. Leader visits the field
 - 2. Agrees with Vision/Mission Statement
 - 3.

- 4.
 - 5.
- ii. What are some other key elements that you would want to include in your Partnership Agreement?

Remember, this isn't the place to identify all your policies. The Partnership Agreement is instead focused on the core values of your Partnership as well as a member church's commitment to its vision, mission, and policies.

1. What happens if a church is not fulfilling its responsibilities as a member church?
2. Each member church helps involve local congregation in the Partnership
3. Each member tries to grow the partnership by inviting others to participate in partnership activities,
- 4.
- 5.

3. Creating Partnership Policy

a. Introduction

While each of the three components are vital to a helpful, functional Partnership Manual, the Policies section will typically require the most amount of time to prepare. It is also the one section of your manual that will likely evolve as your Partnership matures.

b. Financial Guidelines and Practices

As important as all your policies will be, you will find that a clearly articulated financial policy, especially as it relates to the handling and spending of money, will go a long way in preventing potential problems as your partnership grows.

i. Identifying key financial issues that should be reflected in the finance section of your Partnership policies:

1. How will financial decisions be made?

- a. Input on focus needs in the coming budget year, from indigenous leaders
- b. Collaboration amongst Partners concerning priorities and limitations
- c. Consensus vote on the approval of the budget.

2. How will we handle Partnership accounting?

- a. What about financial accountability?
- b. Annual fiscal report shared with VUSA Missions office.
- c.

3.

- a.
- b.
- c.

4.

- a.
- b.
- c.

5.

- a.
- b.

- c.
- 6.
- a.
- b.
- c.

- ii. List some questions or ideas regarding how partnering churches might give to the Partnership?
 - 1. Taking into account both larger and smaller churches being involved, a percentage may work better than a flat amount.
 - 2. What if a church can't pay an agreed upon percentage?
 - 3.
 - 4.
 - 5.
 - 6.
- iii. Can you think of additional ways to raise funds for your Partnership?
 - 1. Individual giving?
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.

c. Guidelines for Decision-Making within Your Partnership

- i. How are Partnership decisions made? List some of the issues you see as pertinent to this:
 - 1. Consensus or majority vote?
 - 2. Who has the right to vote?
 - 3.
 - 4.

- 5.
- 6.
- ii. What are some questions or thoughts regarding how your Partnership should be structured in terms of leadership?
 1. Define role of Partnership Leader
 2. Should we create specialized teams such as a finance team, prayer team, etc?
 - 3.
 - 4.
 - 5.
 - 6.

d. Delegation of Partnership Responsibilities

- i. What are some of the roles or responsibilities member churches can help fulfill?
 1. Prayer Coordination
 2. Financial Coordination
 - 3.
 - 4.
 - 5.
 - 6.
- ii. List other issues to be addressed as part of your Partnership policies along with several sub points for each:
 1. Importance of regular Partnership Meeting Attendance

a. Who should attend/participate?

b.

c.

2. Missionary Recruitment, Sending, and Support

a.

b.

c.

3.

a.

b.

c.

4.

a.

b.

c.

4. Putting It All Together

Now that you've interacted with each of the three components of your Partnership Manual, it is time to put it all together into a cohesive whole. Once this draft version of your Partnership Manual is completed, it should be emailed to your regional coordinator and the other members of your Partnership for review. Who knows... maybe your Partnership will vote to endorse it at your very next meeting!

NAMES OF PEOPLE I'M MEETING:

Name	Partnership/Country	Email	Phone

The VUSA Missions Team

Check out the Vineyard USA Missions website for the most current team details:

<https://missions.vineyardusa.org/our-team/index.html>

Links to Helpful Documents:

[A Short History of VUSA Missions](#)

[How Can Our Church Get Started in Missions?](#)

[Your "Look & See" Vision Trip](#)

[Recruiting New Partner Churches](#)

[Cultural Information Gathering for Short-Term Teams](#)

[Missiological Assumptions for Vineyard USA](#)

[Example of a Partnership Agreement](#)

[Short term but strategic partnership member trips](#)

[Partnership Leader Guidelines](#)

[Fathers's heart for the Nation Workbook](#)

[Father's Heart for the Nation slides](#)

Videos on 5 Core Commitments

Core Commitment 1: [Empowering Local Church-Based Mission](#)

Core Commitment 2: [Building Partnerships as a Key Strategy](#)

Core Commitment 3: [Establishing Church Planting Movements](#)

Core Commitment 4: [Raising Up and Releasing Indigenous Leaders](#)

Core Commitment 5: [Contextualizing Vineyard Values in Each Culture](#)

APPENDIX A - Example of a Partnership Agreement

Vineyard Bolivia Partnership Agreement

I. Definition:

A “partnership” is formed when a group of churches agree to join their resources together to pursue what God has called them to do. A common commitment and equal sacrifice is shared by each church, and their energy is directed toward seeing churches planted in their target area. Each church shares in the vision and in the development of a strategy to bring fruition to God's call for their churches. A partnership allows small to medium size churches make a significant contribution toward the accomplishment of the Great Commission. Together, a partnership is able to do things that a single church, with limited resources, may not be able to do.

II. Mission:

To establish an indigenous Vineyard Church Planting movement in Bolivia, governed and financed by the local churches in Bolivia, and ultimately to release a national leader to lead the national AVC and represent the Vineyard in Bolivia on an international level.

III. Values:

Every partner agrees with the following 5 foundations of VUSA Missions.*

1. Local Church Based Missions (LCBM)
2. Partnership as a key strategy
3. Establishment of Church Planting Movements

4. Development and release of National Leadership
5. Contextualization of Vineyard values in each culture

*See <https://missions.vineyardusa.org/> for more details.

IV. Joining the Partnership:

Ideally, the senior pastor or missions leader needs to visit the country and agree to the partnership requirements before joining. In some cases where the senior pastor or missions leader has a trip planned and wants to attend meetings and give financially prior to the trip, that is acceptable.

V. Annual Partnership Requirements

1. Finances: Each partnership church agrees to give generously to the partnership fund, an amount determined by each individual church with the goal of giving 3% of their annual budget. This amount should be determined by the end of November prior to the beginning of the New Year.

For the time being, monthly checks should be made out to the North Jersey Vineyard with “Vineyard Bolivia Partnership” denoted on the memo line.

2. Meeting Attendance. Every partner needs to send their key missions leader (the senior pastor, missions leader, or person who has authority to make decisions regarding trips, goals and finances) to attend scheduled partnership meetings (usually conference calls) every other month. You may decide to appoint one key leader from each church as the “partnership coordinator” for that church. All churches should send decision-making representatives of each church attend a face-to-face meeting once a year.

3. Devoted Intercessory Prayer. Each church commits to praying regularly for Bolivia, its cities and people, as well as the indigenous pastors who are part of the partnership and missionaries we are support.

4. Trips to Bolivia. Each church commits to sending down a pastor or key leader at least once every 2 years.

5. Sharing key tasks and responsibilities. Each church is responsible for taking on at least one task or responsibility to support the work of the partnership as outlined below.

VI. Key Tasks and Responsibilities

Each church (preferably not the senior pastor) is responsible for taking on at least one special task based on the strengths of the churches within the partnership. These tasks can change upon agreement and updated on an annual basis at the end of the year. Many of these responsibilities require several participants.

1. Legal and Financial Administrator: Handle the finances of the Partnership, including preparation of the annual budget, financial reports as needed or requested, as well as all book-keeping functions. Ensure that legal aspects of the partnership are completed.

2. Prayer Coordinator: Coordinates prayer for trips, for the churches we plant, for wisdom among the key leaders, lead prayer trips to Bolivia & communicate with Vineyard USA Missions prayer net.

3. Missionary Care Coordinator: Responsible for the care of the pastors and missionaries on the mission field in association with Vineyard USA Missions Member Care Facilitator and team. This would include remembering Birthdays, anniversaries, finding out missionaries key interests and needs and helping them with it.

4. Short Term Missions Team Coordinator: Develop training for and help plan trips, coordinate debriefing sessions, and conduct follow-up.

5. Communications Coordinator: Prepare newsletters, publications, emails and other communications for the partnership and participating churches on an on-going basis, and organize communications between individuals, in-country, and others.

6. Fundraising/Support Coordinator: Develops quality literature and develop ways to communicate about the partnership creatively to partnering churches and interested churches. Develop training/teaching programs and materials regarding missions in general to stimulate interest and commitment.

7. Partnership Leader:

- Works with partnership churches, VUSA Missions leaders, and AVC leadership.
- Helps partnership churches develop vision and goals.
- Assures clear and accurate financial accounting of partnership funds.
- Recruits new churches to the partnership.
- Visits Bolivia at least once every 18 months.

- Develops leadership and cross-cultural awareness in the partnership and Bolivia

VII. Long-term Commitment

All members of the partnership are asked to making at least a 10-year commitment to the partnership. The idea is to ensure that this partnership is not viewed as one option among many that churches want to “try out.”

In the event that a church within the partnership is not maintaining status by meeting the five requirements above, that church will be contacted by the partnership leader in order to clarify expectations and develop a plan for moving forward.

VIII. Summary

All churches must agree and adhere to the following stipulations to be a member:

1. Fulfill the duties from at least one category above or any other agreed upon responsibility.
2. Agree with and support the values and mission of the VBP.
3. Commit to generous financial giving on a monthly basis.
4. Commit to praying regularly for the Bolivia, its cities, people, pastors, and missionaries.
5. Commit to attend and participate in BVP meetings once every other month.
6. Commit to membership in BVP for at least 10 years from date of joining.

IX. Contract Signature

My signature below indicates that I have read carefully through the entire document above and understand the commitments and responsibilities of our church as a member of the Vineyard Bolivia Partnership.

Please return the signed agreement with your next partnership check.

New members: please make checks to the North Jersey Vineyard, 370 North Street, Teterboro, NJ 07608. Put “Vineyard Bolivia Partnership” in the memo line.

Name of Church _____

Enclosed is a check for \$ _____

Signature of Senior Pastor _____

