

# 60 POINT "BEST PRACTICES" SURVEY & PLANNING GUIDE

to help church leaders encourage Biblical generosity and financial freedom

- 1ST SQUARE:** If church has done this in PAST 12 months.
- 2ND SQUARE:** If the church is NOT doing this BUT you think this item may have some merit and is worth

## #1 - CHRISTIAN EDUCATION

- 01   Adult Sunday School Financial Curriculum  
02   Teen Sunday School Financial Curriculum  
03   Financial Bible Study Group for Adults  
04   Financial Bible Study Group for Teens  
05   Children's Sunday School Financial Curriculum  
06   40-Day Journey to a More Generous Life by B. Kluth  
07   New Member Orientation and/or Guidelines: Information and spiritual insights on giving  
**Seminars (Eves, Saturday or Sunday)**  
08   Planned/Estate Giving  
09   Financial or Budgeting Seminar  
10   Investing Seminar  
11   Spiritual Gifts Seminar  
12   "Business by the Book" Seminar  
13   Career Guidance Seminar  
14   Generosity Seminar

## #2 - COMMUNICATIONS & GIFT PROCESSING

- 15   Giving statements mailed quarterly  
16   "Catch-up" envelope sent with giving statements  
17   Financial newsletter/info sent with statements  
18   Financial info in church newsletter or bulletin  
19   Self-addressed envelopes for gifts by mail  
20   Automatic check withdrawal option  
21   Brokerage account for receiving gifts of stock  
22   Designated Gifts for Missions/Missionaries  
23   Cooperative relationship with a Christian foundation  
24   Giving opportunities & information on website

## #3 - STEWARDSHIP COUNSELING/ADVISING

- 25   Career guidance assessments/support  
26   Debt and budget counseling or referral  
27   Pastoral advice, guidance, counsel & encouragement for individuals with the spiritual gift of giving

## #4 - SUNDAY MORNING CHURCH SERVICES

- 28   2-3 minute Testimonies on the joy & grace of giving  
29   Lay person shares meaningful financial verse and prays for Sunday offering  
30   Dramas on Finances, Debt, Giving or Materialism  
31   Annual Message/s on Time/Talent/Treasure/Ten%+  
32   Weekly stewardship verse in bulletin/screen  
33   Annual 90 Day Tithing Challenge  
34   Special all-tithing Sunday "live or written" tally  
35   Guest speaker on Finances and/or Generosity

## #5 - LEADERSHIP & FISCAL MANAGEMENT

- 36   Decide to commit the FIRST 10% (or more) of your church's weekly income to God's work in your community, country and world  
37   Faithful Christian giving is one of the pre-requisites for people on your church's top leadership board/council  
38   Treasurer provides board giving statistics (without names) each January or February  
39   Board training: Take 15 minutes over several meetings to go through financial/giving Bible study AND/OR video training  
40   Encourage all Board members/spouses to go through a 10-week Crown Financial Bible study  
41   Develop church \$ guidelines, principles and policies (on missions, giving, borrowing, teaching, etc).  
42   View/discuss Brian Kluth video on how God can provide for your building needs on a debt free basis  
43   Encourage a leader or leadership team to attend Christian Stewardship Association's 3-day National Conference or 5-Day Graduate Courses  
44   Help coordinate a leadership training seminar on giving & financial matters for churches in your denomination or area  
45   Have a CPA or accountant advise you on your church's financial and accounting procedures  
46   Salary reviews based on outside information/studies  
47   Financial controls and procedures as to how Sunday offerings are handled, counted, and processed  
48   Development of annual budget for operations  
49   Development of "capital" expenditures list with current funding needs/opportunities

## #6 - CARE MINISTRIES

- 50   Debt and budget counseling or referral  
51   Support services or help\* for unwed mothers  
52   Support services or help\* for single moms  
53   Support services or help\* for unemployed  
54   Support services or help\* for missionaries  
55   Support services or help\* for prisoners/families  
*\*i.e. - Food, clothing, housing, transportation, career guidance*

## #7 - SPECIAL FUNDING EMPHASIS or CAMPAIGN

- 56   Annual Giving Emphasis/Campaign  
57   Missions Giving Emphasis  
58   Renovation Project  
59   Building Expansion Project  
60   Special campaign to encourage planned giving/wills/trusts

For additional generosity materials, go to: [WWW.KLUTH.ORG](http://WWW.KLUTH.ORG)

1ST SQ TOTAL: \_\_\_  2ND SQ TOTAL: \_\_\_

Church Name: \_\_\_\_\_  
Denomination: \_\_\_\_\_ Sun AM  
Total Attendance: \_\_\_\_\_ Budget: \$ \_\_\_\_\_  
Name: \_\_\_\_\_  
Position/Leadership Role: \_\_\_\_\_  
Personal address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Wk Ph: \_\_\_\_\_

For research purposes, mail or fax copy to: Brian Kluth 5201 Pinon Valley Road - Colo Springs, CO 80919 - Fax: 719-634-7933

# Brian Kluth's\* NEXT STEPS NATIONAL RESOURCE GUIDE

Based on which numbers you  **CHECKED OFF** on the PASTOR & CHURCH LEADER'S 60 POINT PLANNING TOOL, the following list shows you the ministries, resources and organizations that can help you take your "next steps" forward. **Note: Please see the last page for alphabetical listings, phone numbers and websites.**

## #1 - CHRISTIAN EDUCATION

- 01, 02, 03, 04** Crown Financial Ministries, Ronald Blue & Company or denominational resources.
- 05** Crown Financial Ministries, American Church, Church Growth Institute, Burkett & Kids Ltd.
- 06** Brian Kluth's "40 Day Spiritual Journey to a More Generous Life" (for use in Bible studies, Sunday schools, small groups, or an all-church spiritual focus)
- 07** Saddleback Community Church Conferences (Pastor Rick Warren's Book: "The Purpose Driven Church"), Willow Creek Community Church Good Sense Ministry, Willow Creek Association
- 08** Check with your denomination, a Christian estate planning lawyer, a Christian ministry that has estate planning services or Ronald Blue & Company.
- 09** Denominational sources, Crown Financial Ministries, Ronald Blue & Company, Brian Kluth conducts a 2 1/2 hour evening seminar on "God's Secrets for Financial Freedom" for a large church or a group of churches (minimum required: 300).
- 10** Denominational sources, Ronald Blue & Company, a professional Christian Financial Planner in your area
- 11** Willow Creek Association, Leadership Network, Zondervan Publishing
- 12** Crown Financial Ministries, Christian Businessman's Committee. Fellowship of Companies for Christ International also offers CEO's and business owners regional and national conferences and institutes.
- 13** Crown Financial Ministries CAREER PATHWAYS or Christian employment counselor or human resources person in your area.
- 14** Christian time management/organizational expert in your church or area.

## #2 - COMMUNICATIONS & GIFT PROCESSING

- 15, 16, 17, 18, 19** Brian Kluth's "Pastors & Church Leaders Resource Guide." Church envelope companies include: American Church, American Mail-Well Envelope, Ark Envelope Company, Concordia Publishing House, Envelope Service, National Church Supply Co.
- 20** Brian Kluth's "Pastors & Church Leaders Resource Guide", American Church, Capital Dynamics Corp.
- 21** Contact your local investment/brokerage firm and ask to open (usually at no charge) a "charity" account that will allow people to donate shares of stock or other investments.
- 22** Make a church board decision to allow "flow through" donations through your books to established mission agencies and Christian charities.
- 23** Check with your denomination, local Community Foundation, or Christian Community Foundation that might be operating in your area, National Christian Foundation
- 24** PhilanthroCorp or visit other megachurch websites

## #3 - STEWARDSHIP COUNSELING/ADVISING

- 25** Crown Financial Ministries CAREER PATHWAYS. Purchase CD software to have on-site at your church.
- 26** Cornerstone Credit Counselors, Crown Financial Ministries, No Debt Living Newsletter & Internet Site
- 27** Ronald Blue & Company (investment and estate planning for high net worth individuals), Ron Blue's Book "Generous Living" by Zondervan, Willow Creek Association, Injoy Ministries, Zondervan Publishing Defining Moments cassette tape by Bill Hybels "Fundraising: Senior Pastor's Final Frontier", Fellowship of Companies for Christ International, Sound Mind Investing Newsletter, Faith Works, Generous Giving

## #4 - SUNDAY MORNING CHURCH SERVICES

- 28, 29** Brian Kluth's Kingdom Seeker's Internet Site & "Pastors & Church Leaders Resource Guide", Generous Giving
- 30** Willow Creek Church & Association, Zondervan Publishing
- 31** Brian Kluth's Kingdom Seeker's Internet Site, Brian Kluth's "God's Word on Wealth & Generosity", Brian Kluth's "Pastors & Church Leaders Resource Guide", materials by John Maxwell at Injoy, Larry Burkett's "Word on Finances" Bible Concordance, Generous Giving
- 32** Brian Kluth's Kingdom Seeker's Internet Site, Christian Stewardship Association's Internet Site
- 33** Brian Kluth's Kingdom Seeker's Internet Site & "Pastors & Church Leaders Resource Guide," Injoy, Christian Stewardship Association Internet Site
- 34** Brian Kluth's Kingdom Seeker's Internet Site & "Pastors & Church Leaders Resource Guide."
- 35** Check with your denominational connections or a fundraising officer from a Christian college or seminary.

## #5 - LEADERSHIP & FISCAL MANAGEMENT

- 36, 37, 38** Brian Kluth's Kingdom Seeker's Internet Site & "Pastors & Church Leaders Resource Guide,"
- 39** Brian Kluth's Video on "Church Stewardship Trends", Brian Kluth's "God's Word on Wealth & Generosity", Brian Kluth's Internet Site & "Pastors & Church Leaders Resource Guide," George Barna's "How to Increase Church Giving" (Gospel Light Publishing).
- 40** Crown Financial Ministries.
- 41** Brian Kluth's Kingdom Seeker's Internet Site & "Pastors & Church Leaders Resource Guide" (i.e. Newsletter: 10 Guiding Financial Principles).
- 42** Brian Kluth's video on "Debt Free Capital Campaigns", Brian Kluth's Kingdom Seeker's Internet Site, and Brian Kluth's "Pastors & Church Leaders Resource Guide."
- 43** Christian Stewardship Association
- 44** Brian Kluth conducts 1/2 day or 1 day church leadership seminars for groups of pastors and lay leaders. Minimum required: 150 people (can be from your denomination, city or region).
- 45, 46, 47, 48, 49** Talk with a financial professional or CPA in your church or in your community. Also use resources from your denomination, the National Association of Church Business Administration (Salary Survey: National Church Staff Compensation Survey), Christian Ministry Resources ("The Church Guide to Planning and Budgeting", "Church and Clergy Tax Guide", "The Church Guide to Internal Controls", "Treasurer's Alert" and Church Law & Tax Report), Christian Management Association, Evangelical Council for Financial Accountability, Abingdon Press, Zondervan

## #6 - CARE MINISTRIES

- 50** Crown Financial Ministries, Cornerstone Credit Counselors
- 51** National Right to Life
- 52** Crown Financial Ministries
- 53** Crown Financial Ministries CAREER PATHWAYS
- 54** Advancing Church Missions Commitment - ACMC
- 55** Prison Fellowship

## #7 - SPECIAL FUNDING EMPHASIS or CAMPAIGN

**56** Brian Kluth's Video on "Church Stewardship Trends", Brian Kluth's "God's Word on Wealth & Generosity", Brian Kluth's Internet Site & "Pastors & Church Leaders Resource Guide," George Barna's "How to Increase Church Giving" Video & Book (Gospel Light Publishing), Net Results, Quill Stewardship Program, Resource Services Inc., Stewardship Resource, Virgil W. Hensley, Inc., Ecumenical Center for Stewardship Studies, Southern Baptist Stewardship Department, Abingdon Press - Dimensions for Living, Church Growth Institute

**57** Advancing Church Missions Commitment (ACMC), MARC Publications, U.S. Center for World Missions

**58,59** Book: "When Not To Build by Ray Bowman" by Baker House Publishing, Brian Kluth's Video on "Debt Free Capital Campaigns". Brian Kluth's Internet Site & "Pastors & Church Leaders Resource Guide," Cargill Associates, Carroll Art/The Tree of Life, Church Growth Services, Financial Foundations Network, In Joy Stewardship Services, Miller Linscott, Nehemiah Ministries, Resource Services Inc., The Gage Group, The Rogers Company, The Timothy Group, TLC Ministries.

**60** Denominational resources, Christian estate planning attorneys, Willing Way, Converse & Associates

- Christian Management Association (909-861-8861)
- Ecumenical Center for Stewardship Studies (317-926-3525)
- Envelope Service (800-627-9900)
- Evangelical Council for Financial Accountability (703-713-1414) www.ecfa.org
- FaithWorks (800-611-6501) www.faithworks.net
- Fellowship of Companies for Christ International (770-457-9700)
- Financial Foundations Network (714-441-0400)
- Generous Giving (www.generousgiving.org)
- Gospel Light Publishing (800-235-3415)
- Injoy (770-239-5100)
- Injoy Stewardship Services (800-333-6509)
- Kingdom Seekers (Brian Kluth 719-930-4000 www.kluth.org)
- Kluth, Brian (719-930-4000 www.kluth.org)
- Leadership Network (800-765-5323) www.leadnet.org
- Life Pathways (800-722-1976) www.cfcministry.org
- MARC Publications (818-303-8811)
- Miller Linscott (800-233-0561)
- National Association of Church Business Administration (800-898-8085) www.nacbanet.org
- National Christian Fdn. www.nationalchristian.com
- National Right to Life (202-626-8800)
- Net Results (806-762-8094)
- No-Debt Living Newsletter (800-560-3328) www.nodebtnews.com
- Prison Fellowship (703-478-0100)
- Quill Stewardship Program (800-826-2048)
- Resource Services Inc. (800-527-6824)
- RSI (800-527-6824)
- Ronald Blue & Company (404-705-7000)
- Saddleback Community Church Conferences (714-581-5683) www.pastors.com
- Sound Mind Investing Newsletter (502-426-7420)
- Southern Baptist Stewardship Department (800-458-2772)
- Stewardship Resource Inc. (800-234-5844)
- The Gage Group (817-685-0385)
- The Rogers Company (800-527-1354)
- The Timothy Group (616-224-4060)
- TLC Ministries, Inc. (800-473-5352)
- U.S. Center for World Missions (818-398-2236)
- Virgil W. Hensley, Inc. (918-664-8520)
- Willing Way (630-221-1111)
- Willow Creek Association (847-765-5000)
- Zondervan Publishing (616-698-6900)

## Brian Kluth's\* NEXT STEPS NATIONAL RESOURCE GUIDE Alphabetical Listings, Phone Numbers, Websites

- Abingdon Press (800-251-3320)
- ACMC (Advancing Church Missions Commitment) (770-631-9900)
- American Church (800-446-3035)
- Ark Envelope Company (800-371-1275)
- American Mail-Well Envelope (303-790-8023)
- Barna Research (805-658-8885)
- Brian Kluth (719-930-4000 www.kluth.org)
- Burkett & Kids Ltd. (360-354-0519)
- Capital Dynamics Corp. (800-396-2729)
- Cargill Associates (800-433-2233)
- Carroll Art/The Tree of Life (800-876-4569)
- Chapel of the Air (630-668-7292)
- Christian Businessman's Committee (423-698-4444)
- Christian Stewardship Association (800-475-1976) www.stewardship.org
- Church Growth Institute (804) 525-0022
- Church Growth Services (800-234-9853)
- Concordia Publishing House (800-325-3040)
- Cornerstone Credit Counselors (925-552-0299) www.cornerstonecredit.com
- Converse & Associates (800-421-5667)
- Crown Financial Ministries (800-722-1976) www.crown.org
- Christian Ministry Resources (704-846-8704)

### SPECIAL NOTE

Please notify Brian Kluth of any corrections or recommended editions you feel should be added to future editions of this list. Write: Brian Kluth

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