USER GUIDE

Planting Projector
Release 3.1

TABLE OF CONTENTS

Document Control 3
Overview 4
Getting Started 5
Logging In 7
Creating a New Projection 9
- Church Plant Information 10
- Budget Builder – Anticipated Attendance and Income 11
- Sending Church 12
- Supporting Church 13
- NAMB and Convention 14
- Other Funding Sources 15
- Budget Builder: Anticipated Expenses 16
- Recurring vs Non-Recurring Expenses 18
- Editing your Projection 20
- Approval 20

Reports 21
Integration with Quarterly Reporting 23
- Actual Weekly Worship Attendance 23
- Actual Income Average Weekly 23
- Actual Cooperative Giving/Actual Great Commission Giving 24
- Actual Income 24
- Contributing Organization Actuals 25

Logging Out 25

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

DOCUMENT CONTROL

TITLE	Planting Projector User Guide
DOCUMENT VERSION	Draft
DATE OF LAST DOCUMENT UPDATE	20170814
AUTHORIZED DOCUMENT OWNER	Information Services
DOCUMENT AUTHOR	Catherine Mesa
DOCUMENT CHANGE APPROVERS	Tez Andrews, Roger Robb

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

OVERVIEW

The Planting Projector is a tool created to help church planting catalysts and church planters work together to chart financial projections for the first five years and identify specific areas that need to be funded.

This tool can help church planters create and see realistic pictures of funds needed.

Church planters and church planting catalysts will meet during the request process, when church planter candidates must begin their projection processes. Both parties meet to discuss, create and analyze funding and various financial scenarios.

Note: The Planting Projector can be accessed on a desktop, laptop or iPad. The application is optimized for mobile devices.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

GETTING STARTED

The Planting Projector stores financial information needed for church planting by asking a series of questions on several screens. Information is sorted by:

- Church plant location
- Budget builder: anticipated attendance and income
- Church plant partners
- Budget builder: anticipated expenses
- Recurring vs. non-recurring expenses

Before completing your projection online, make sure you've collected the following information:

- Financials projected for the first five years
- Funding commitment dollars
- Beginning church size
- Anticipated church size at the end of each year for the first five years
- Average weekly participant offering per person (Research local churches to get baseline data.)
- Total ministry related expenses
- Funding partnership commitments from sending church, partner churches and NAMB through the Southern Baptist Convention
- Estimated personnel expenses for each of the first five years
- Approximate administrative expenses for each of the first five years
- Assessment of administrative expenses for each of the first five years
- Total amount of money spent for missions for each of the first five years

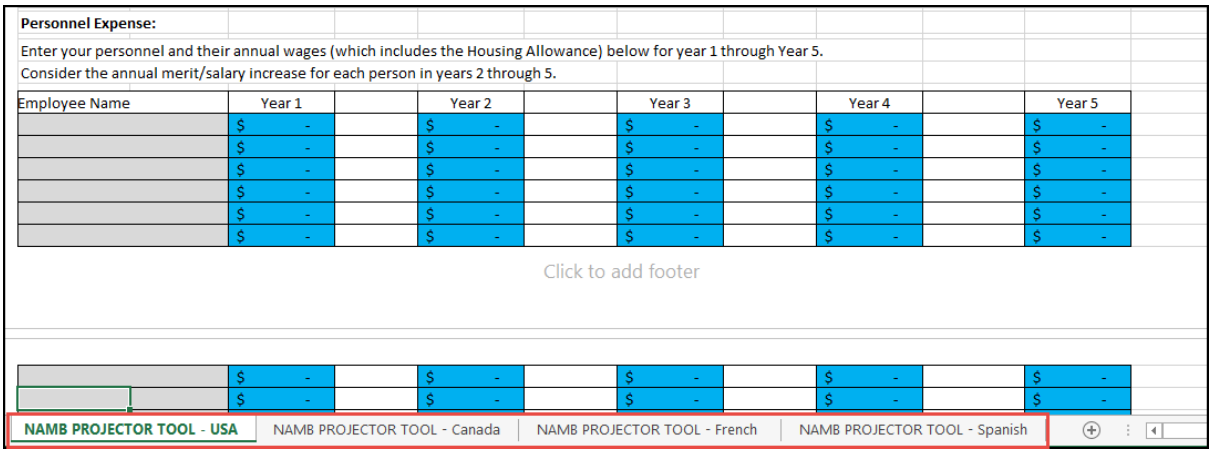
To assist in the information gathering process, we've created a spreadsheet that you can download on the Planting Projector home page. Make sure to rename and save the worksheet to your computer before entering your financial information.

The worksheet contains instructions and detailed definitions of the terms used in the Planting Projector tool. The four versions of this spreadsheet are:

- USA
- Canada
- French
- Spanish

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

Select the appropriate worksheet using tabs at the bottom of the worksheet.



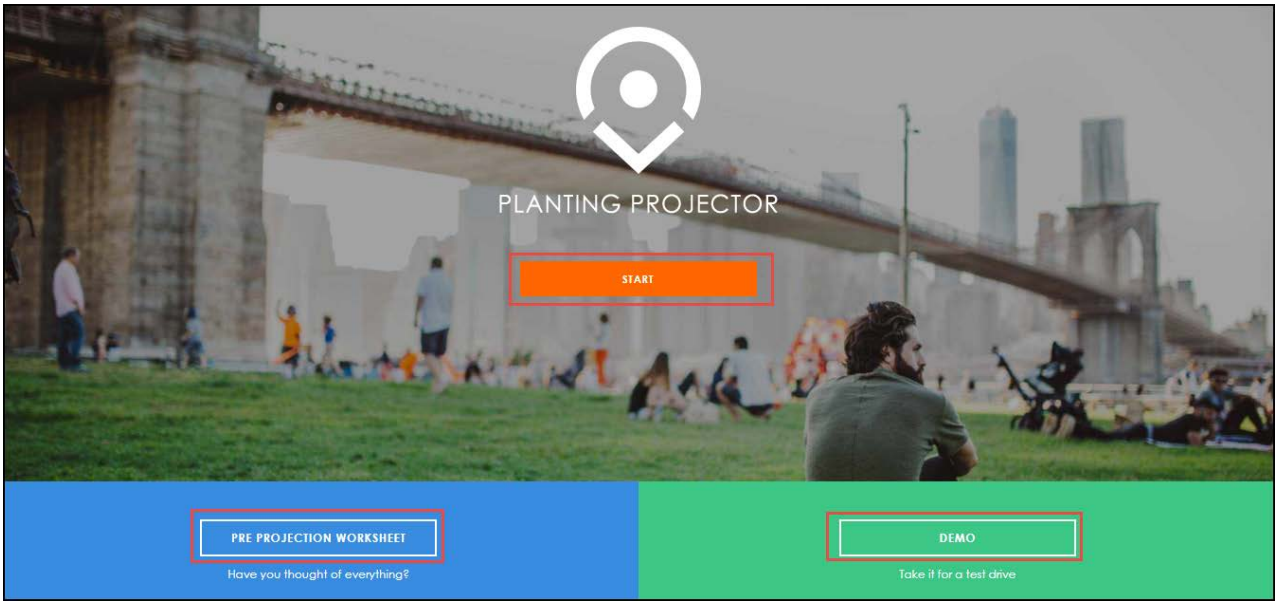
After you've completed the worksheet, you are ready to log into the Planting Projector and enter your information.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

LOGGING IN

Complete the following steps to log in to the Planting Projector tool:

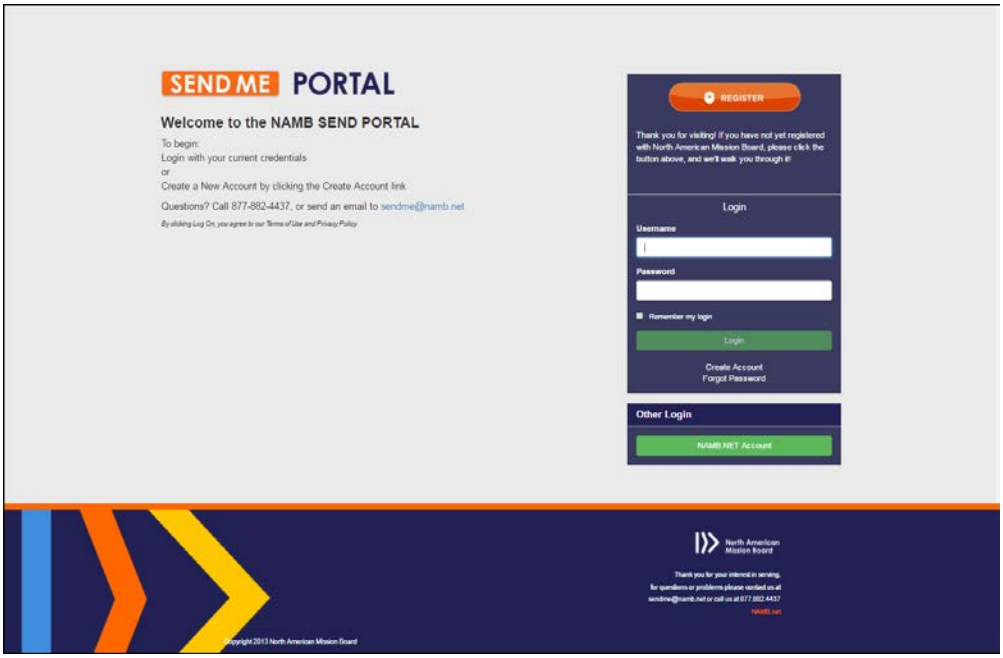
1. Access Planting Projector: https://plantingprojector.com/



2. On the Planting Projector home page, click one of the following:
   - **Start** to log in and begin your planning projection.
   - **Pre-projection worksheet** to download the worksheet and enter data in your projection.
   - **Demo** to get familiar with the Planting Projector tool before entering data.

3. If you click **Start**, the Send Me Portal page appears.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

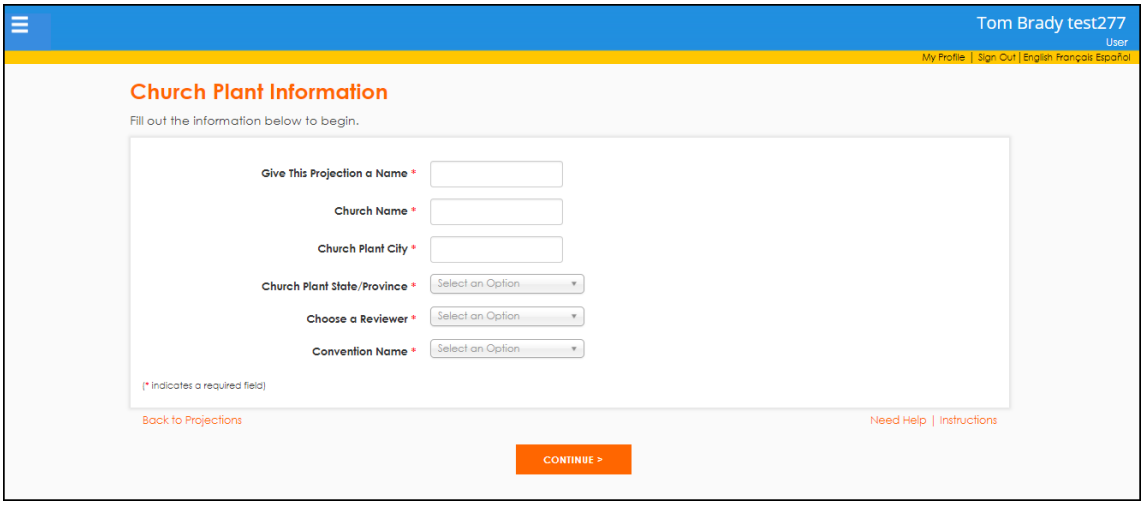


4. Enter your NAMB user name and password you created when you completed your church planter application. **Note:** Your user name is your email address.

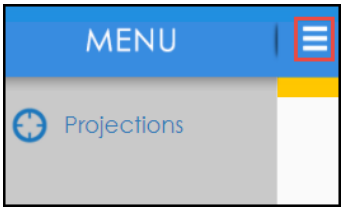
THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

CREATING A NEW PROJECTION

When you log in as a church planter, you will see your home page like so:

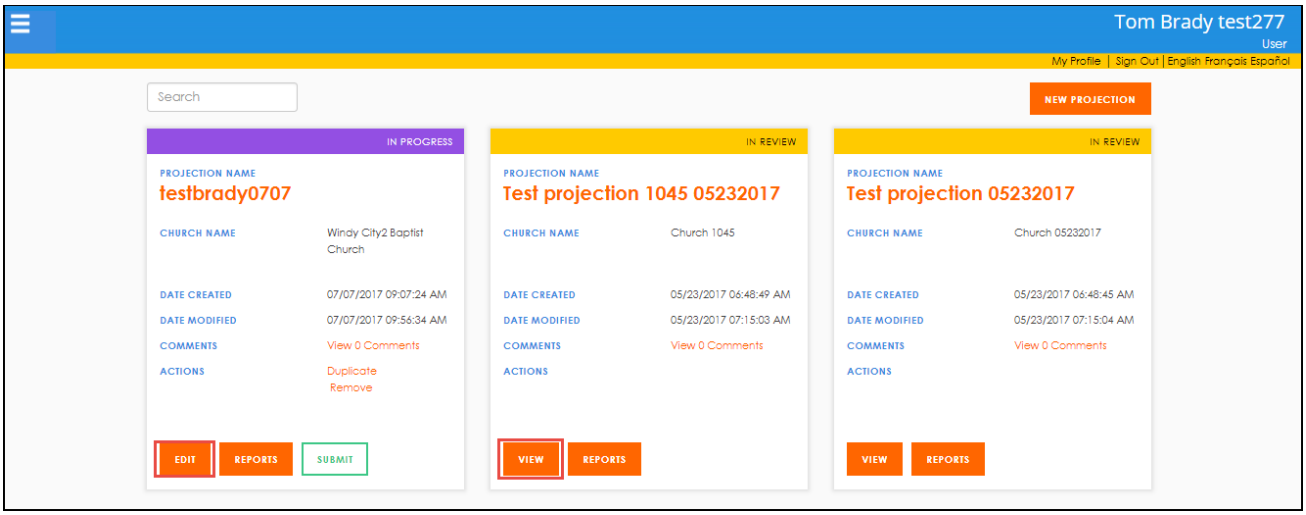


The system defaults to the first page of a new Projection. However, if you have previous projections, you can view or edit them by clicking the menu icon on the top left page where it says **Projections**.



The following page appears:

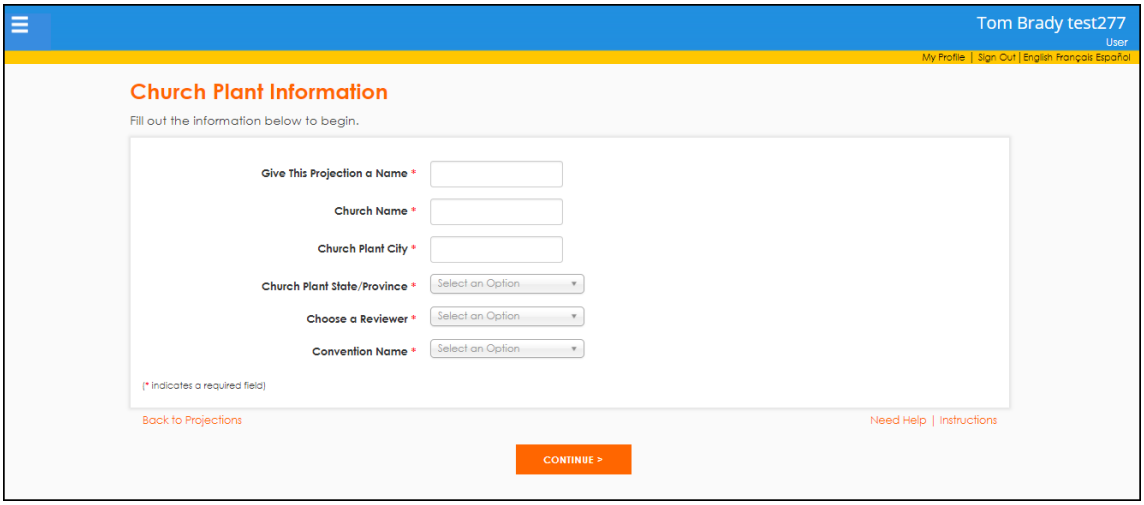
THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.



You can only edit projections that are *In* Progress; however, you can view projections in other statuses. To start a new projection from this page, click **New projection**.

Church Plant Information

When you start a new projection, enter information about your new church.



1. Enter a unique name for the projection.
2. Enter your church name and church plant city and state.
3. Choose a reviewer from the drop-down field. **Note**: The reviewers are the Send City missionary, church planting catalyst or other NAMB contact.
4. Select your convention.

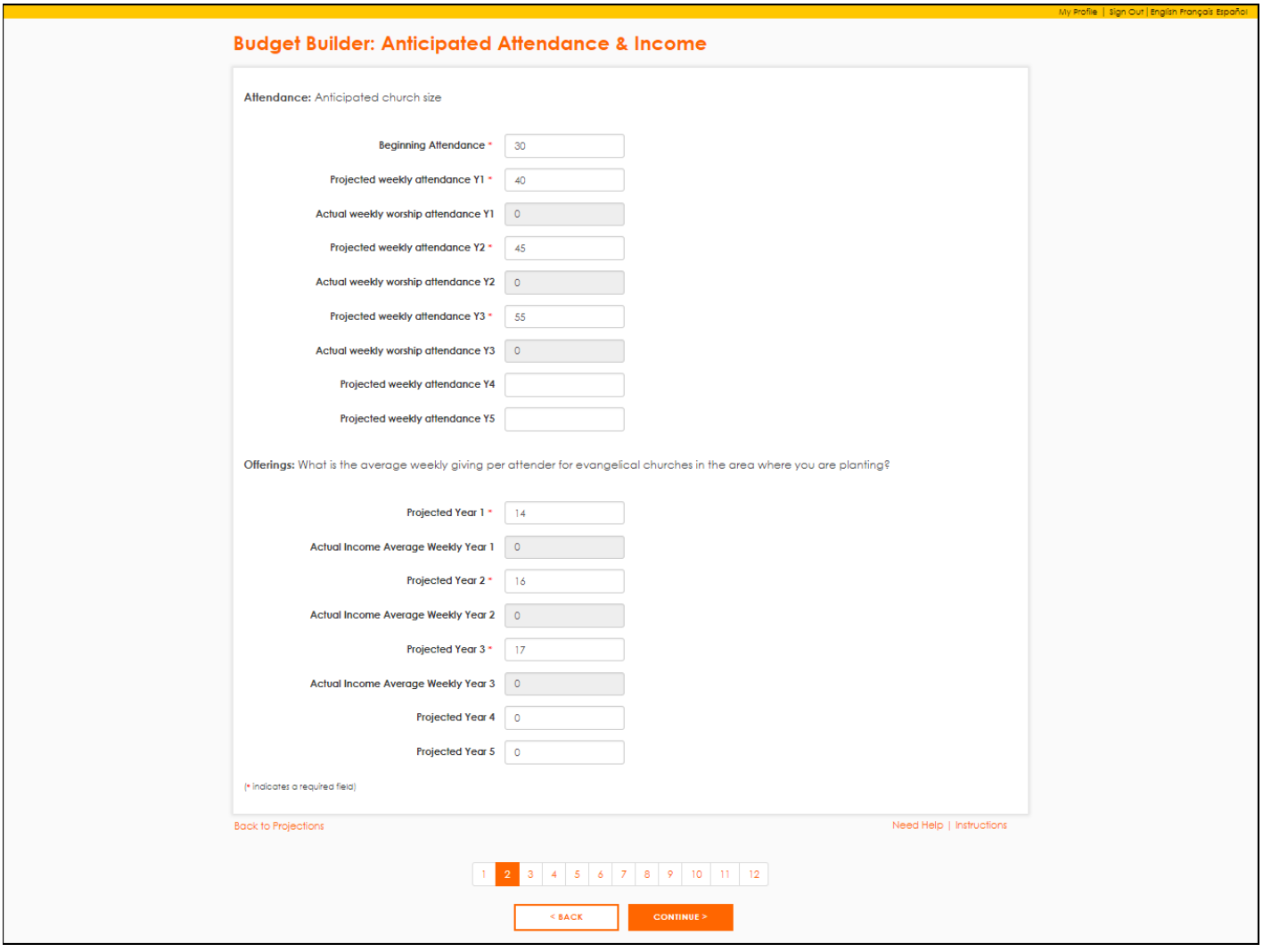
When you complete the page and click **Continue**, the information on that page is saved.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

If you exit Planting Projector and log back in later, you can find this projection on the Projections page. Your newly created projection will be *In Progress*.

Budget Builder – Anticipated Attendance and Income

The Budget Builder page allows you to enter your beginning attendance and anticipated attendance at the end of years one through five.



1. For the attendance section, enter your beginning number and projected numbers for the next three to five years. **Note:** Include adults and children for these totals.
2. In the Offerings section, enter the average **weekly** giving per attendee for evangelical churches in your area. **Note:** To determine this amount, contact local churches less

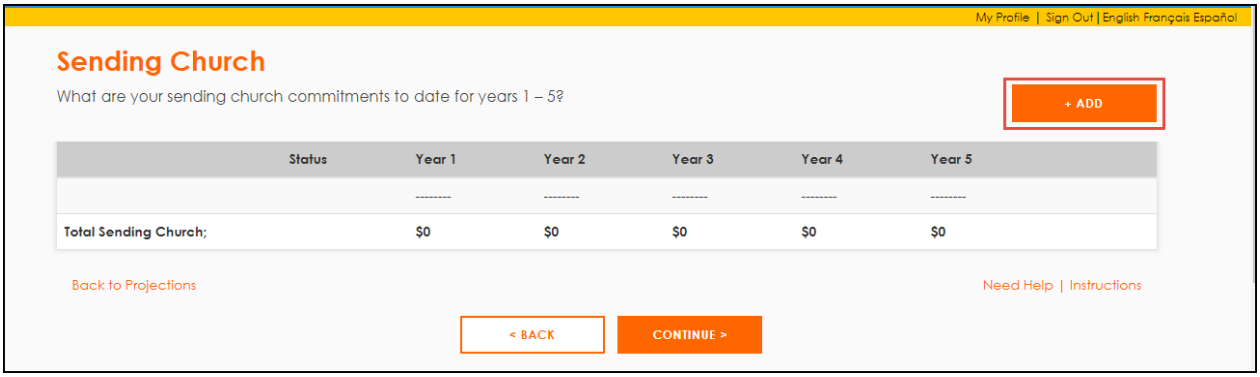
THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

than 5 years old, and ask what their average weekly offering is. Find out the average weekly attendance, and divide the average weekly giving amount by that number.

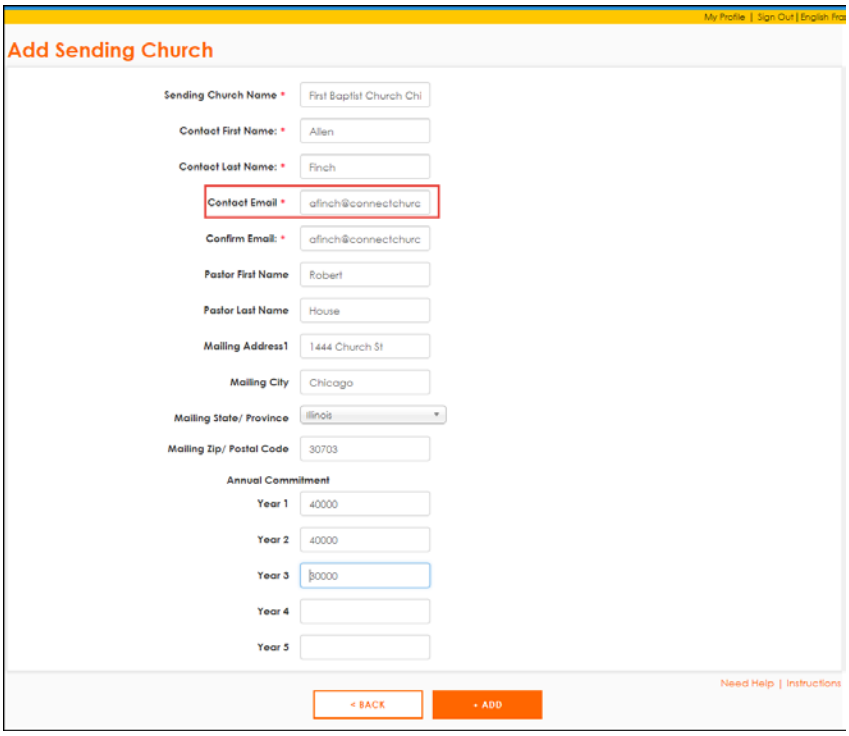
3. Upon completing this page, click **Continue**.

Sending Church

On the Sending Church page, you can enter the amounts that sending church has committed to your church.

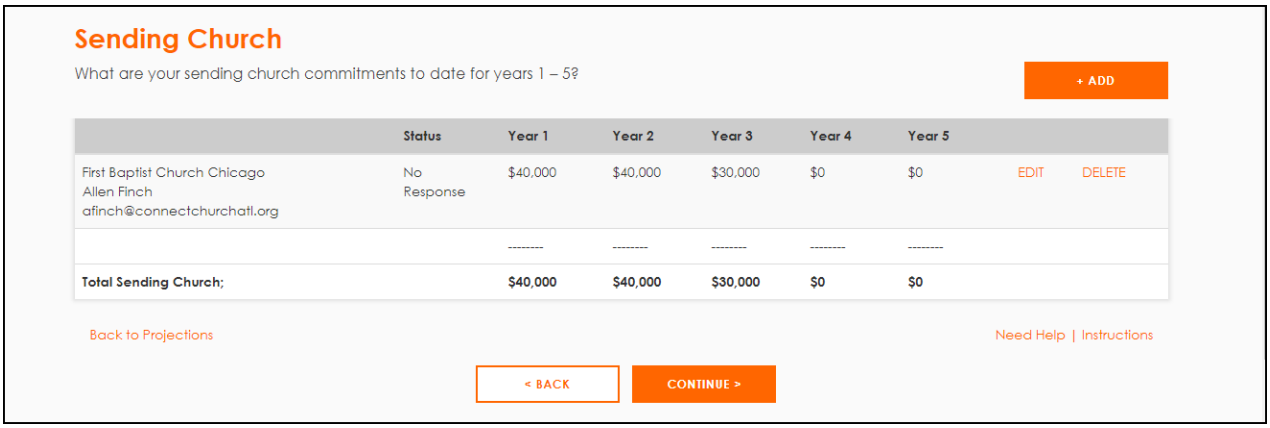


1. Click **Add** to include a sending church:



THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

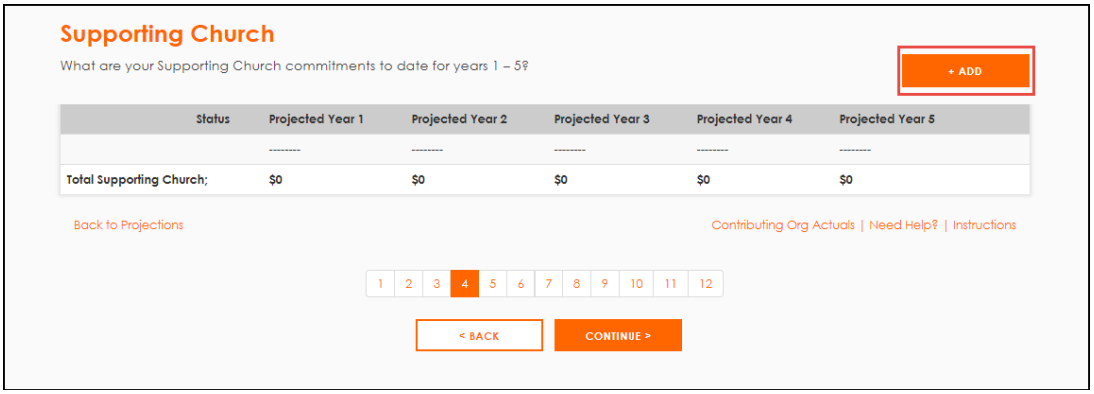
2. On the Add Sending Church page, enter required information, and then enter the commitment this church as made to your ministry. **Note:** Ensure the contact's email address is correct as your reviewer will send an email to confirm the commitment amount. Your funding cannot be approved until your supporters confirm their commitments.
3. Click **Add**. The information appears on the Sending Church page:



Supporting Church

In addition to the support provided by your Sending Church, you may have supporting churches who are committing to provide support to your new church.

1. Click **Add** to add the information about your Supporting Church. **Note:** You can add multiple supporting churches.

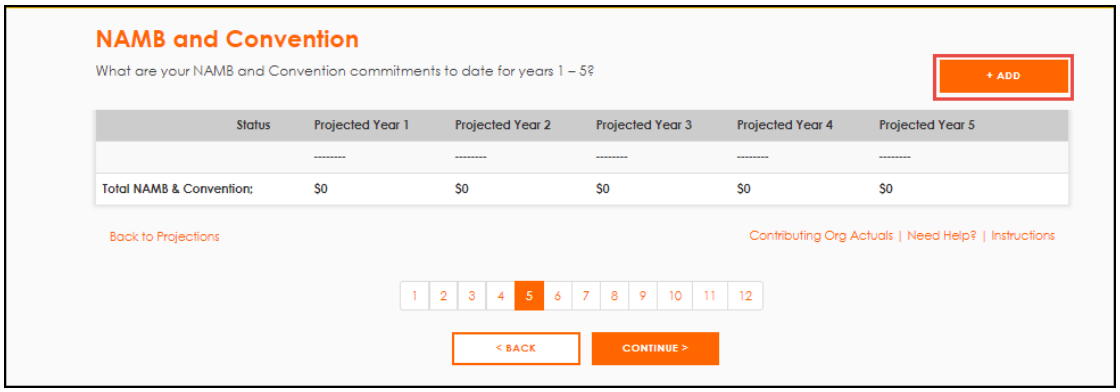


2. Complete the required fields on the **Add Supporting Church page** as you did on the Add Sending Church page and click **Add**.

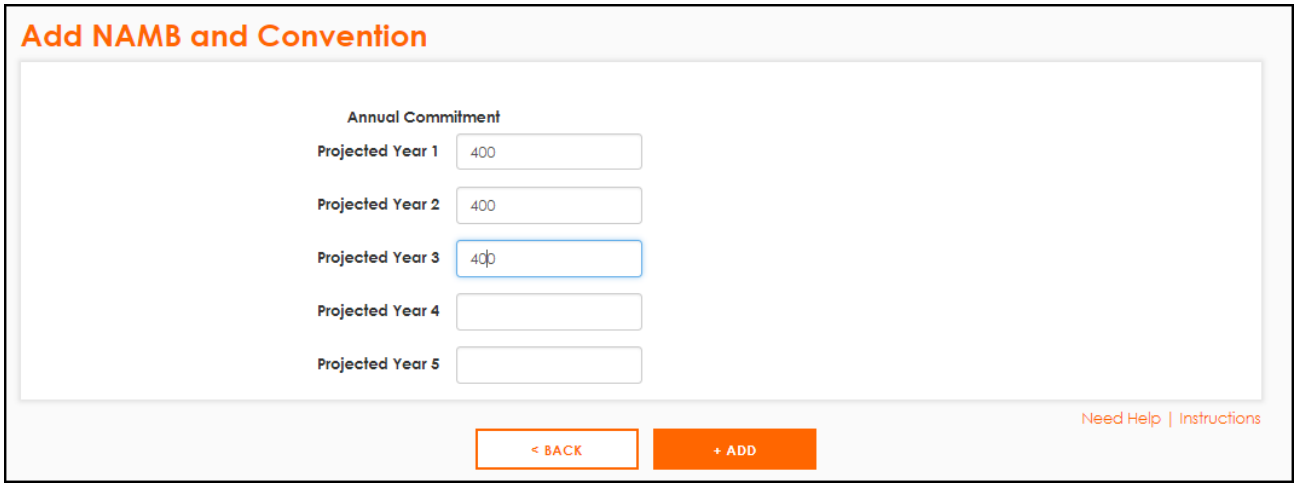
THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

NAMB and Convention

You can add your NAMB and convention supporting funds on this page:

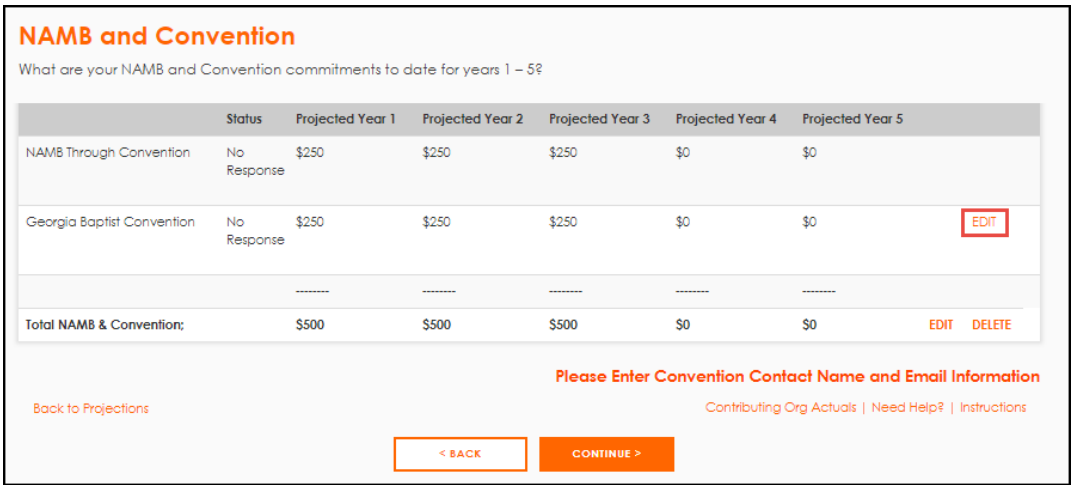


1. Click **Add.**

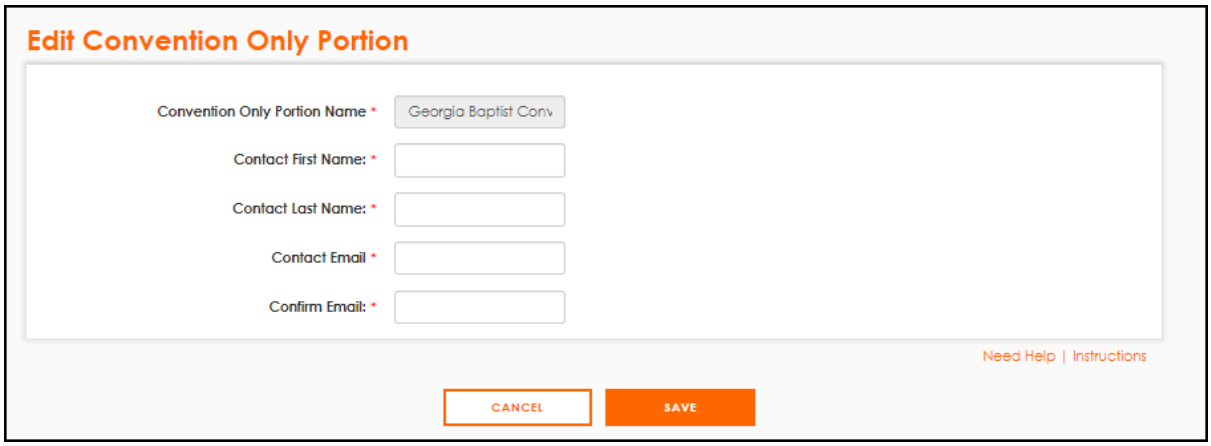


2. On the **Add NAMB and Convention page**, enter the page, enter the annual commitment.
3. Click **Add. Note:** NAMB & Convention contributions will automatically be calculated as percentages of the NAMB & Convention funds.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.



4. To continue to the next page, click **Edit** on the convention line. The Edit Convention Only portion page appears like so:



5. Enter the contact information and click **Save**. This contact must confirm the commitment for your projection to be approved.

Other Funding Sources

You can enter other funding sources on the next three pages:

- Association
- Individual
- Other

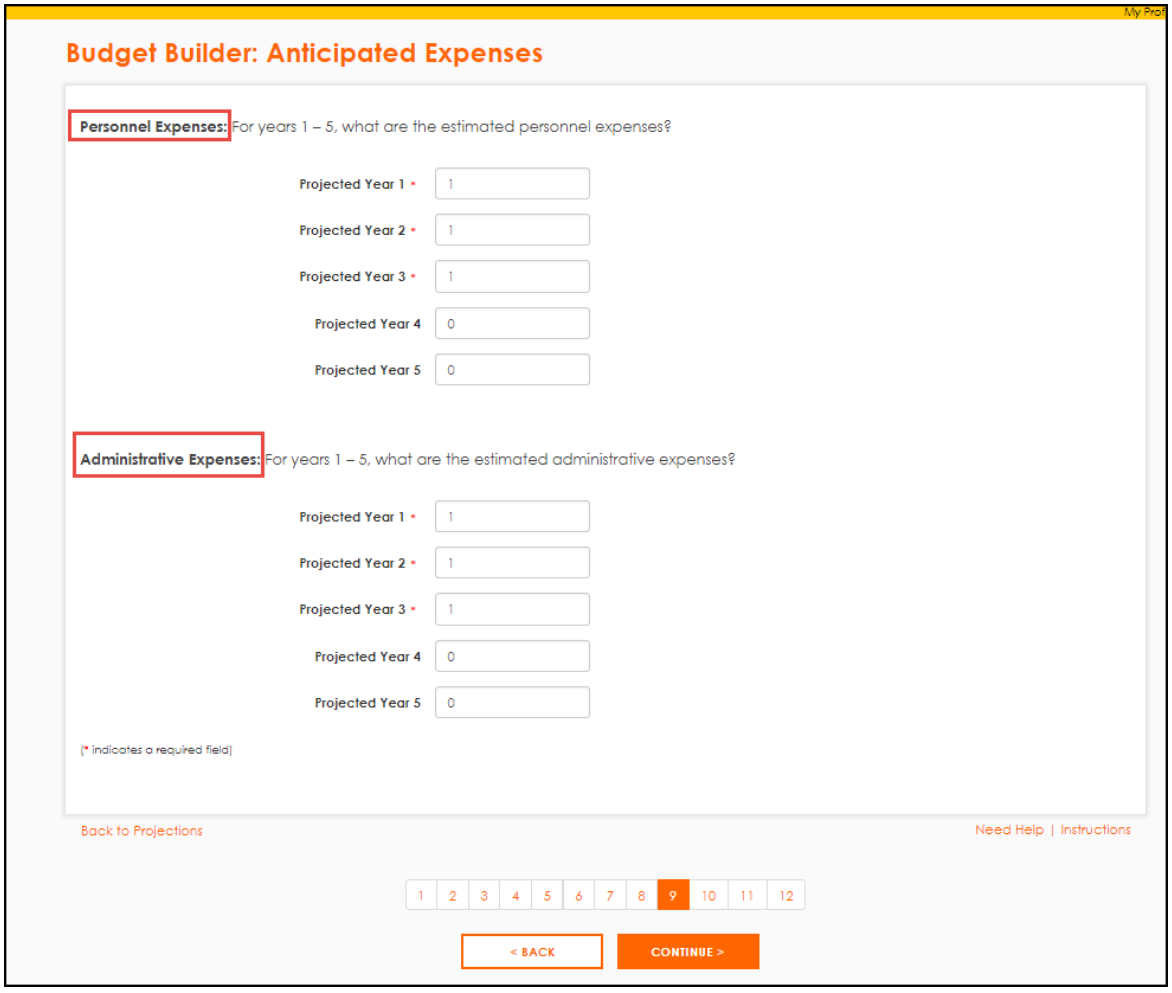
You can add multiple associations, individuals or other sources of funding if necessary.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

Budget Builder: Anticipated Expenses

Personnel and Administrative

The Budget Builder: The Anticipated Expenses page allows you to estimate your personnel and administrative costs for the next three to five years.

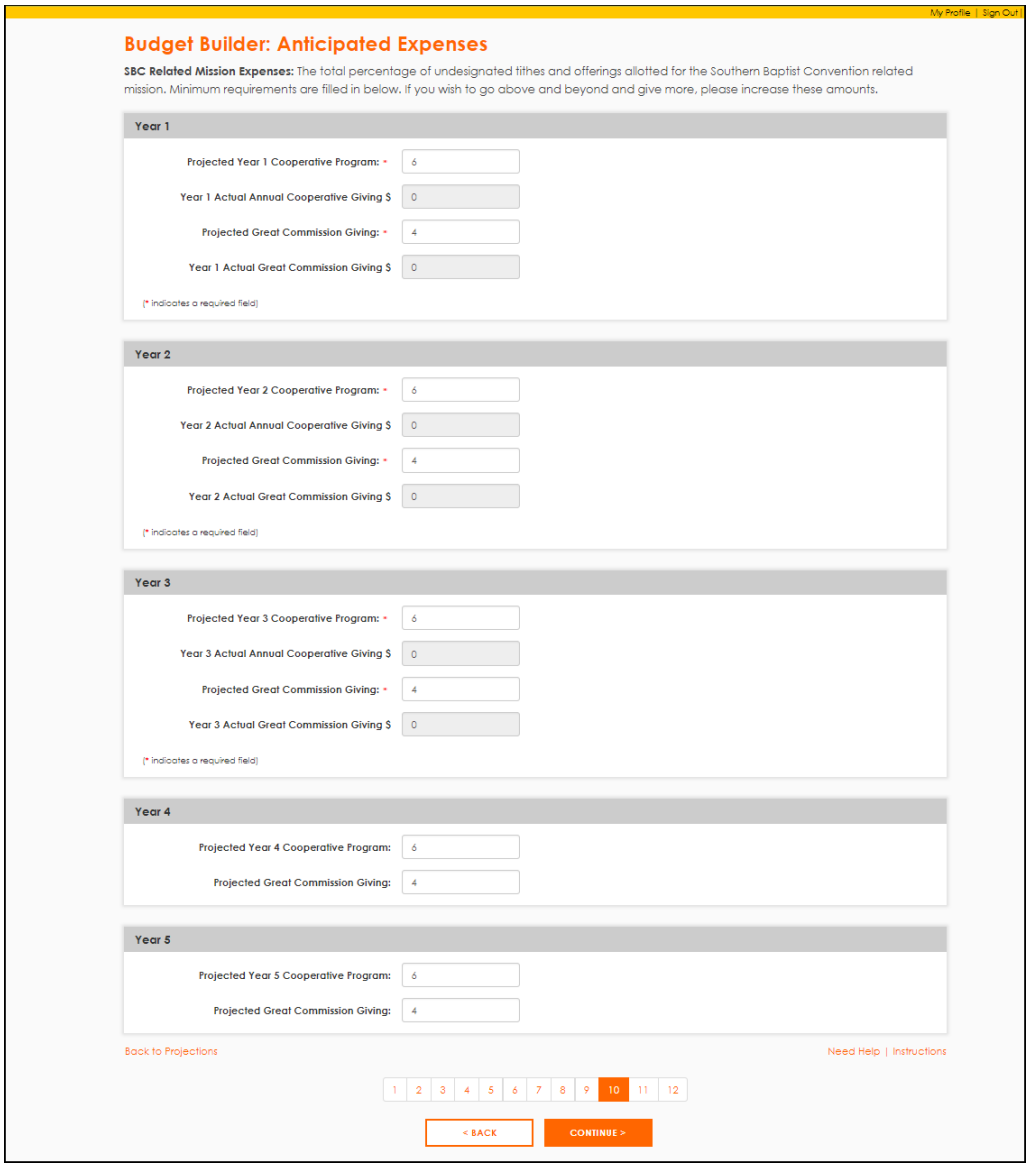


Personnel expenses can be one of the biggest expenses; they can increase by 10 percent each year. Enter the estimated personnel and administrative expenses, then click **Continue**.

SBC Related Mission Expenses

Missions giving can be Cooperative Program, associational, Annie Armstrong or Lottie Moon funds.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

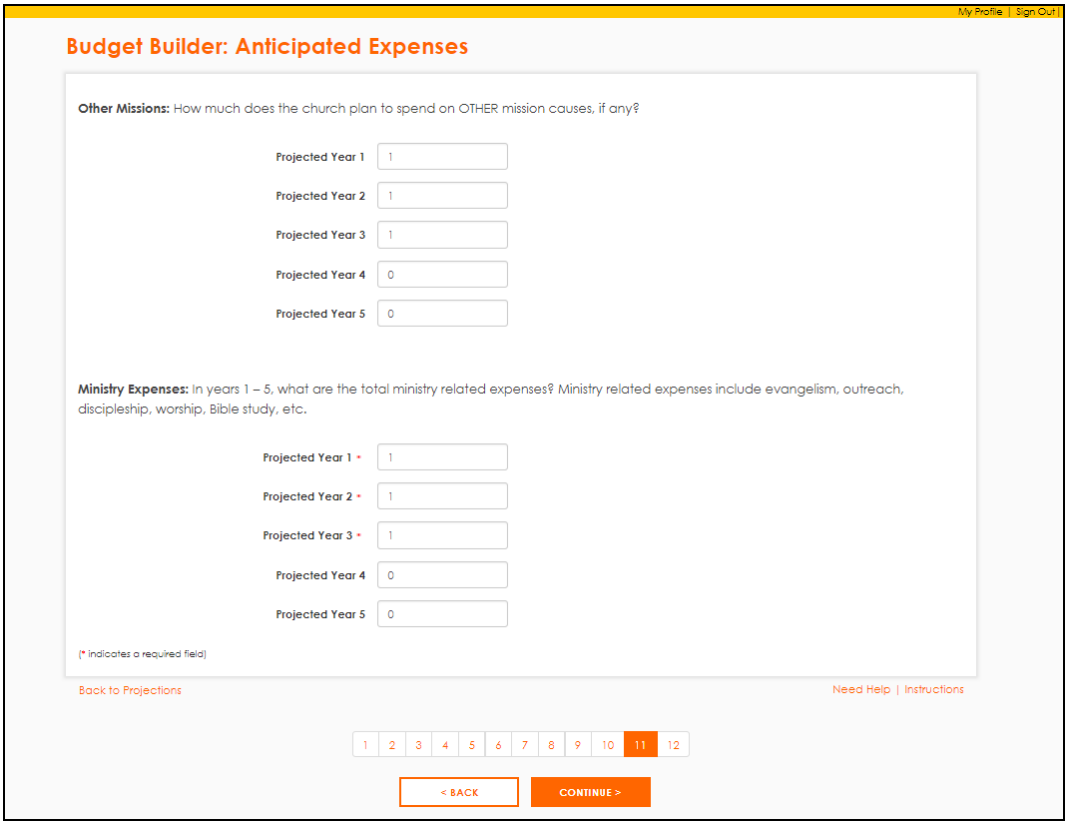


The minimum amounts display but if you choose to go above in your giving, you may increase them. Enter your amounts or accept the defaults, then click **Continue**.

Other Missions and Ministry Expenses

1. Use this page to enter the amount you plan to spend on mission causes not related to the SBC. Also, enter Total Ministry Related Expenses which may include evangelism, outreach and community service.

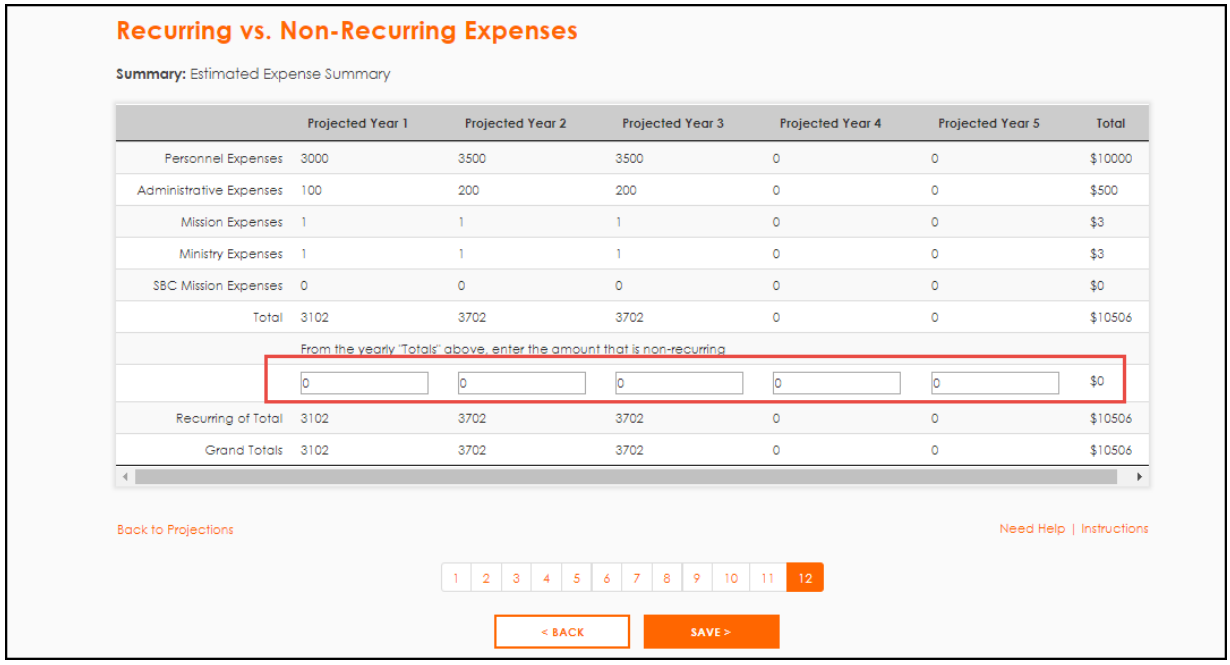
THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.



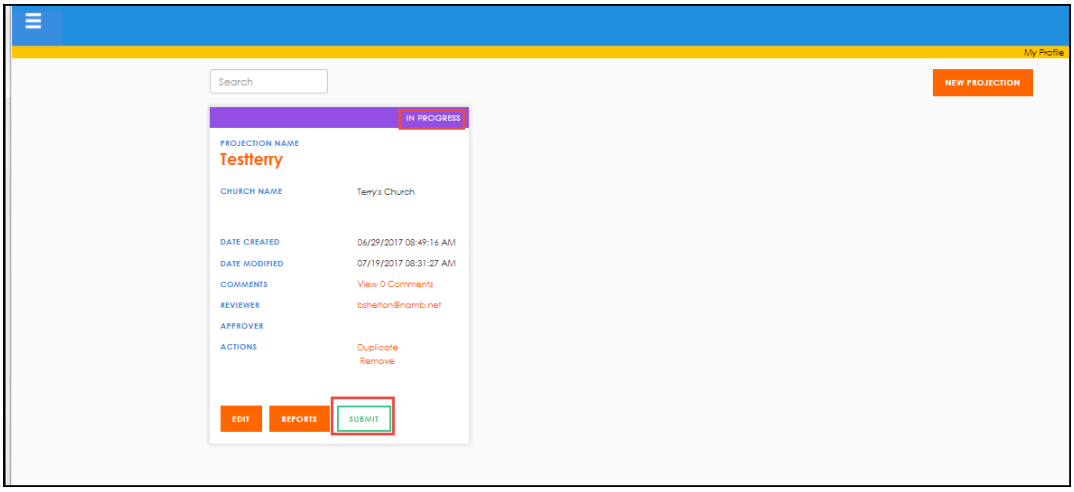
Recurring vs Non-Recurring Expenses

Your projection amounts entered to this point display on the Recurring vs. Non-Recurring Expenses page.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.



1. Enter your expected non-recurring, or one-time expenses here.
2. Click **Save**. The Projections page appears:



The projection you completed appears with the status *In Progress*.

3. Click **Submit.** Your projection is submitted to the reviewer you selected. This reviewer is notified by email to find your projection in his queue. The status of your projection will change to *In Review.*

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

Editing your Projection

If your reviewer requests changes before your Projection can be submitted for approval, he will deny the request. This action moves your projection status to *View Denial Reason.* After you view the denial reason, the status changes to In Process, and the Edit button is active.

You will receive an email notifying you of the requested changes. You must make those changes and re-submit the projection.

Approval

When your reviewer has received confirmation from all contributors, and he feels your projection is ready to be approved, he submits the projection to the Regional Mobilizer. The status is changed to In Approval.

The approver may either reject or deny the Projection. If he denies it, you must make the changes, then resubmit again. If he approves it, your Projection is approved and your funding is approved.

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

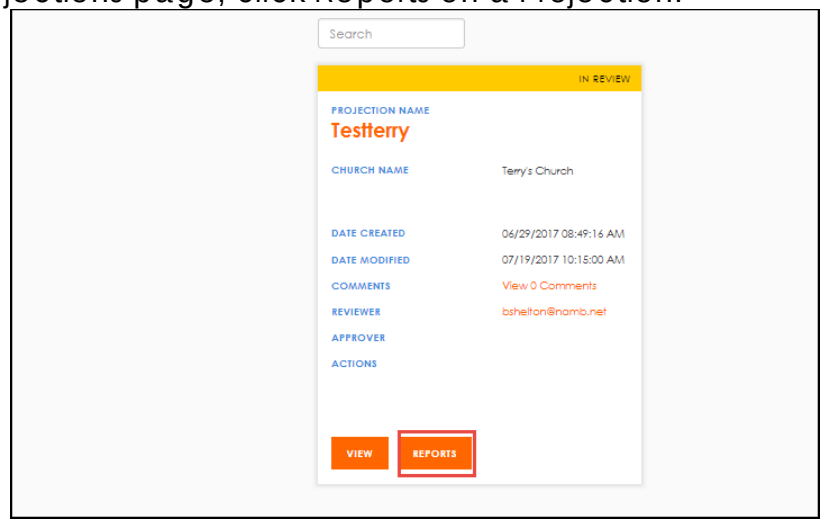
REPORTS

Planting Projector allows you to run reports on the information you have entered. The following reports are available:

- Income vs expense table
- Income vs expense chart
- Internal/external chart
- Attendance chart
- Income by category
- Expense by category
- Projection history—a log of status changes and updates by user

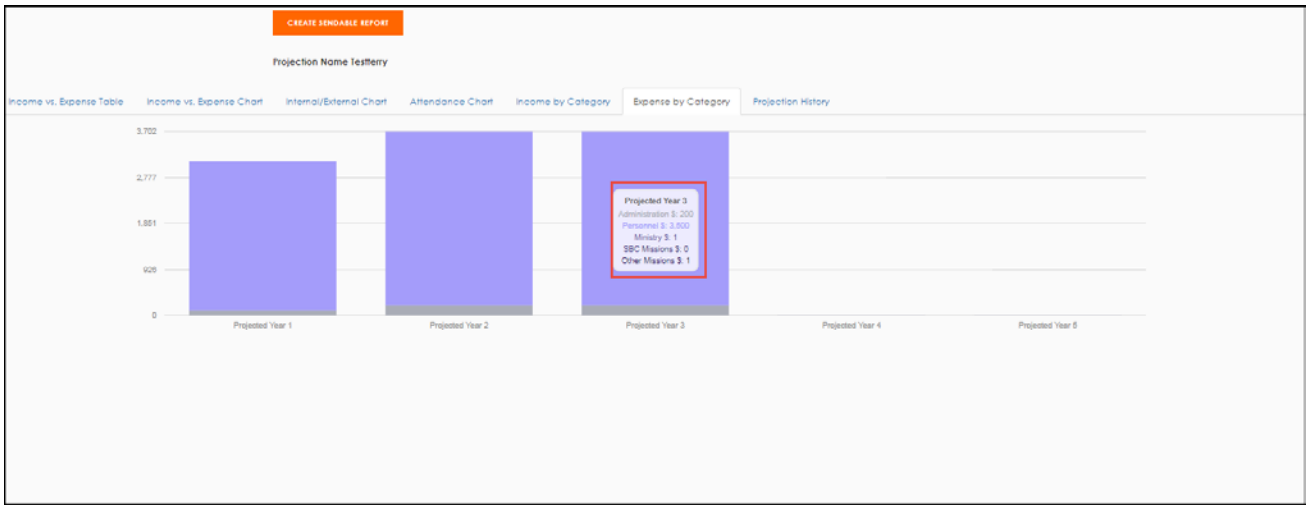
To access the reports, do the following:

1. From your projections page, click Reports on a Projection:

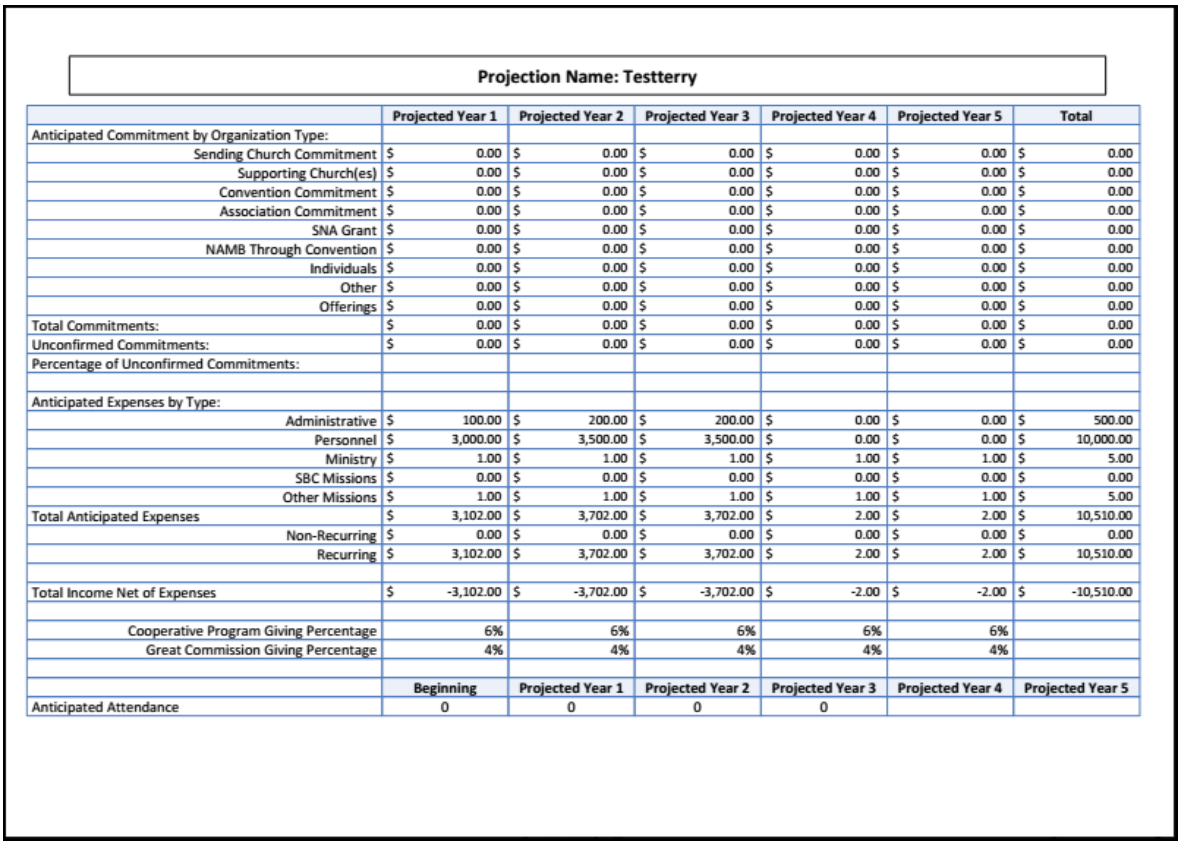


The report page appears:

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.



2. Click the tabs at the top to view the different reports. **Note:** On Chart reports, hover your mouse over the bars on the chart to see details of the measure.
3. To have a compiled PDF of the report data sent to your email address, click **Create Sendable Report**:



Projection Name: Testterry

	Projected Year 1	Projected Year 2	Projected Year 3	Projected Year 4	Projected Year 5	Total
Anticipated Commitment by Organization Type:						
Sending Church Commitment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Supporting Church(es)	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Convention Commitment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Association Commitment	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
SNA Grant	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
NAMB Through Convention	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Individuals	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Offerings	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Total Commitments:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Unconfirmed Commitments:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Percentage of Unconfirmed Commitments:						
Anticipated Expenses by Type:						
Administrative	$ 100.00	$ 200.00	$ 200.00	$ 0.00	$ 0.00	$ 500.00
Personnel	$ 3,000.00	$ 3,500.00	$ 3,500.00	$ 0.00	$ 0.00	$ 10,000.00
Ministry	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 5.00
SBC Missions	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Other Missions	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 1.00	$ 5.00
Total Anticipated Expenses	$ 3,102.00	$ 3,702.00	$ 3,702.00	$ 2.00	$ 2.00	$ 10,510.00
Non-Recurring	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Recurring	$ 3,102.00	$ 3,702.00	$ 3,702.00	$ 2.00	$ 2.00	$ 10,510.00
Total Income Net of Expenses	$ -3,102.00	$ -3,702.00	$ -3,702.00	$ -2.00	$ -2.00	$ -10,510.00
Cooperative Program Giving Percentage	6%	6%	6%	6%	6%	
Great Commission Giving Percentage	4%	4%	4%	4%	4%	
	Beginning	Projected Year 1	Projected Year 2	Projected Year 3	Projected Year 4	Projected Year 5
Anticipated Attendance	0	0	0	0		

THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

INTEGRATION WITH QUARTERLY REPORTING

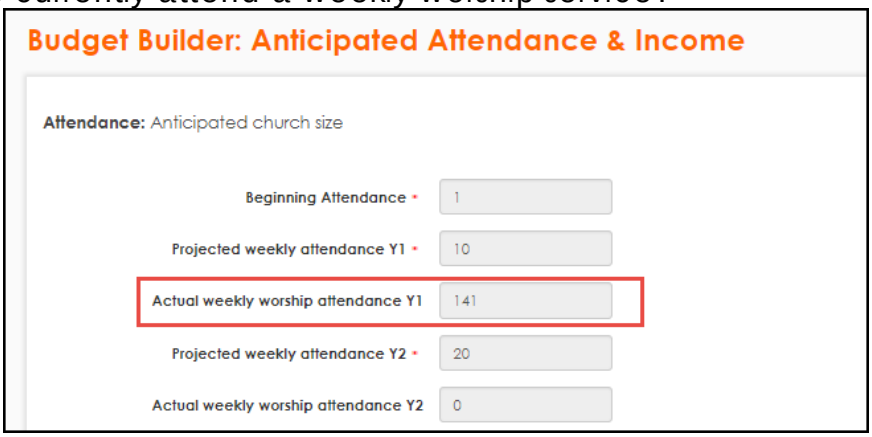
When you begin submitting Quarterly Reports, several data elements from those reports are imported into Planting Projector to allow you to view actual numbers against your projections.

Because data is tracked quarterly in Quarterly Reporting and annually in Planting Projector, actual numbers are imported at the end of each projection year. When the yearly update on the plant projection is due, you will be able to compare anticipated numbers vs. actual numbers, and adjust the next year's projection accordingly.

The following fields in Planting Projector are populated by data in Quarterly Reporting:

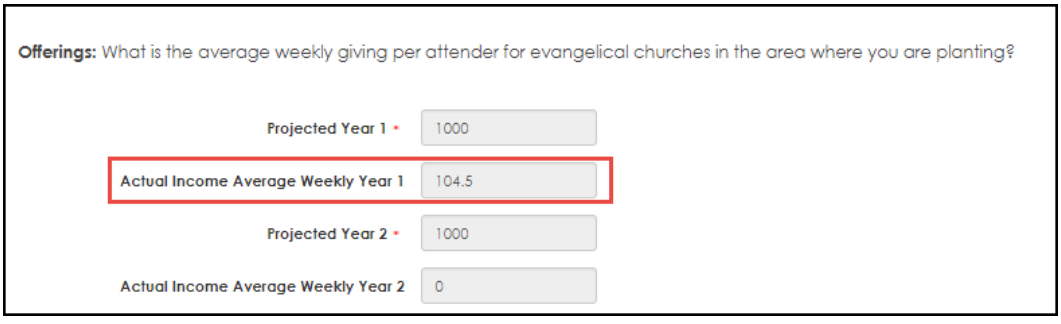
Actual Weekly Worship Attendance

This number is imported from the following question in Quarterly Reporting:
How many people currently attend a weekly worship service?



Actual Income Average Weekly

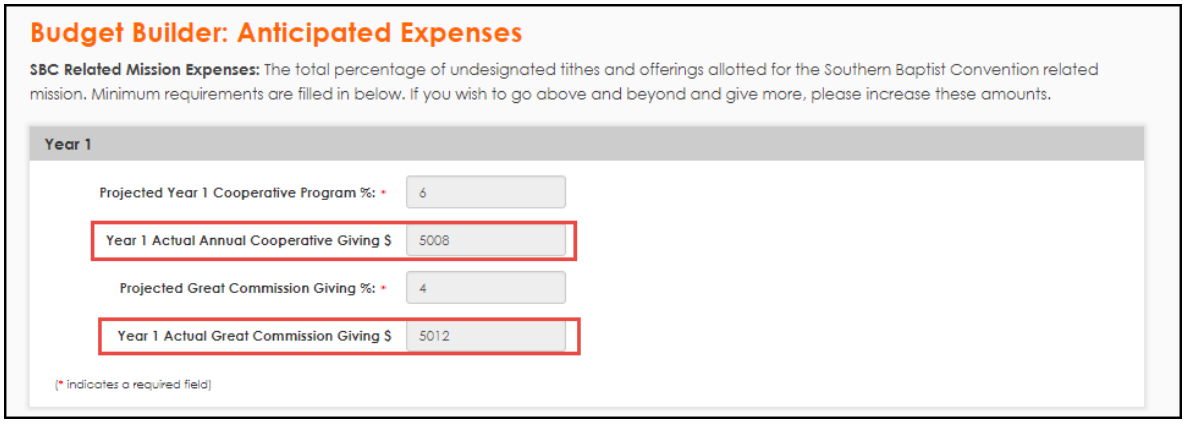
This number is imported from the following question in Quarterly Reporting:
How much local giving/offering has been received this quarter?



THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

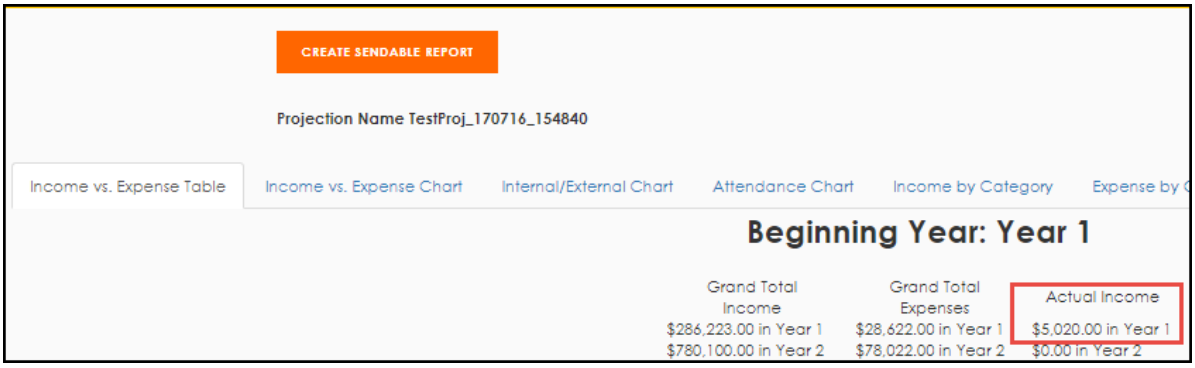
Actual Cooperative Giving/Actual Great Commission Giving

This number is imported from the following questions in Quarterly Reporting:
Amount of giving to The Cooperative Program?
Amount of giving to the Other SBC Great Commission initiatives, such as other plants or Annie Armstrong, etc.



Actual Income

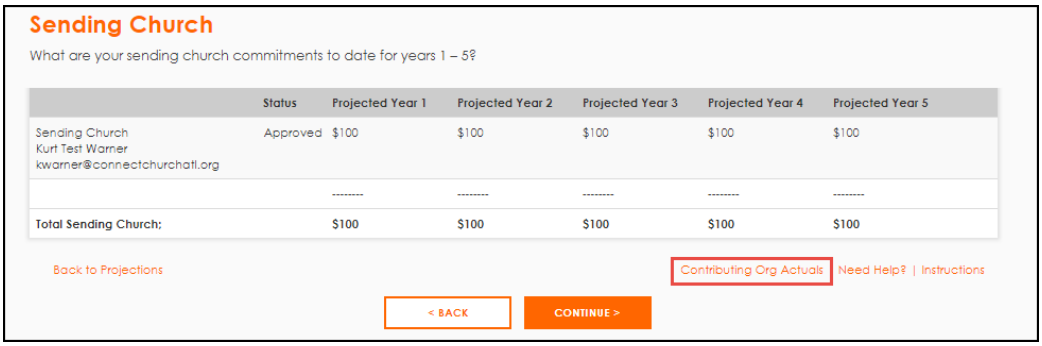
This number is imported from the following questions in Quarterly Reporting:
How much total income has been received this quarter? (formula applied to convert to yearly)



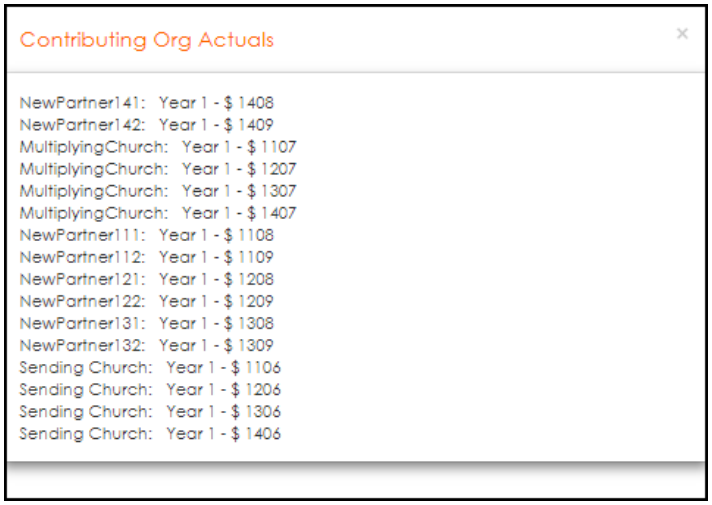
THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.

Contributing Organization Actuals

This number is imported from the following question in Quarterly Reporting:
Support given by Sending Church, Multiplying Church and manually added developing partner.

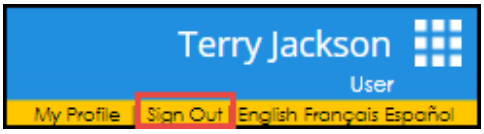


Clicking the Contributing Org Actuals to import amounts broken down by partner name.



LOGGING OUT

To log out of Planting Projector, click **Sign Out** in the top right corner.



THIS DOCUMENT IS THE CONFIDENTIAL AND PROPRIETARY INFORMATION OF THE NORTH AMERICAN MISSION BOARD, CREATED FOR AUTHORIZED USE ONLY. DISCLOSURE, DISTRIBUTION OR USE OF THIS MATERIAL BY ANY PARTY OTHER THAN AUTHORIZED PERSONNEL IS STRICTLY PROHIBITED.