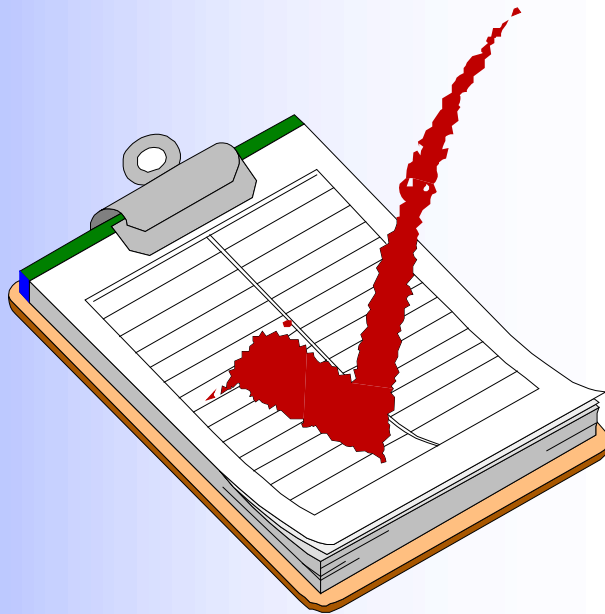


# ***A Check List For Church Planters***



**What to do and when to do it**

Church planting is a divine/human partnership. While God certainly could raise up churches without any human instrumentality, he has chosen to work through human beings such as you and I to bring into existence assemblies of believers where none existed before.

It is God who places in the hearts of individuals the insatiable desire to share the gospel with those who have no relationship with him, win them to faith in Christ, disciple them to maturity, and then form them into local congregations of believers. God imparts a vision of what can and must be, and having equipped that person with the gifts, skills, and talents to achieve the objective, thrusts him out into the harvest fields.

But man also plays a vital role in the church-planting process. He is the instrument God uses to accomplish his purpose. He must do his part to facilitate the development of the new church. If he fails to implement the many steps in the church-planting cycle or if he does them only half-heartedly, the result will be a premature birth or a deformed body of believers that will struggle to survive with little impact on the community around them.

While it is true that God can overcome all of our faults and failures, reality tells us that success or failure is often determined in the early stages of development. A poor beginning almost always results in a poor outcome whereas a healthy start frequently produces a vibrant band of believers.

There are five stages in the church-planting cycle: conception, prenatal, birth and infancy, adolescence, and maturity and reproduction. There are multiple items that must be cared for in each phase of development. Too often, church planters either don't know what to do or minimize the importance of doing them. The sad results litter the landscape.

The following check list covers the first three phases of development leading up to the first public services of the new church. Some can be accomplished quite easily. Others will require considerable time and work, but each is conducive to developing a healthy church. The items are not necessarily in sequential order although you will not be able to do some of them until others have been completed. In some cases, you can work on items from different phases at the same time. The order in which they are done is not nearly as important as the fact that you do them.

Check off each item as you finish it and record the date when it was completed. It will take between nine and eighteen months to work through all the items in the list, so start early rather than waiting until you are almost ready to start holding public services.



# Church Planting Check List



## Conception Phase (3-4 months)

The following is a list of things that needs to be done during the Conception Phase of church planting. The items are generally in sequential order although some items may be accomplished at any time during this phase. Check off each item as it is completed and record the date it was accomplished.

	Date Completed
<input type="checkbox"/> Do a thorough study of the biblical foundation of the church	_____
<input type="checkbox"/> List the main characteristics and functions of a New Testament church	_____
<input type="checkbox"/> Write a clear definition of the word "church"	_____
<input type="checkbox"/> Describe the Pauline model of church planting as you understand it	_____
<input type="checkbox"/> Write a 2 page description of the kind of church you plan to plant and list its major characteristics	_____
<input type="checkbox"/> Which design model (style) do you plan to use in planting the church? Explain why?	_____
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Soul winning (emphasis on evangelism)</div> <div> <input type="checkbox"/> Cell Group</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Experiencing God (emphasis on worship)</div> <div> <input type="checkbox"/> House Church</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Family Oriented (emphasis on fellowship)</div> <div> <input type="checkbox"/> Multi-Cultural</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Bible Classroom (emphasis on teaching)</div> <div> <input type="checkbox"/> Multi-Location</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Social Conscience (emphasis on ministry)</div> <div></div> </div>	
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Purpose Driven (emphasis on all the above)</div> <div></div> </div>	
<input type="checkbox"/> Develop a single page explaining why you will or will not use a denominational label	_____
<input type="checkbox"/> List the gifts, qualities, and characteristics you possess that qualify you to be a church planter	_____
<input type="checkbox"/> List your strengths and weaknesses	_____
<input type="checkbox"/> Set up an accountability structure with someone who will ask you the tough questions	_____
<input type="checkbox"/> Choose a church-planting mentor	_____
<input type="checkbox"/> Enlist 3-5 pastoral advisors	_____
<input type="checkbox"/> Develop a written Purpose Statement that explains why this church exists	_____
<input type="checkbox"/> Develop a written set of Core Values that explains what is important to this church	_____
<input type="checkbox"/> Develop a written Mission Statement that explains what this church is to be doing	_____
<input type="checkbox"/> Write a short paper explaining how you will keep the competing Mission factors in balance	_____
<input type="checkbox"/> Develop a written Vision Statement that explains the church's future as it can and must be	_____
<input type="checkbox"/> Develop a Strategy Statement that explains how you will achieve your Mission goals	_____
<input type="checkbox"/> Develop a Ministry Flow Chart that graphically illustrates your strategy	_____
<input type="checkbox"/> Develop a Memory Hook that explains your overall philosophy of ministry	_____
<input type="checkbox"/> Make a list of every role, job, and responsibility that needs to be done in a church-planting ministry	_____
<input type="checkbox"/> Develop a written job description for each role or ministry assignment you listed above including a description of the job, the duties involved, to whom the person will be responsible, the qualifications required, the training that will be made available, and the length of the assignment	_____
<input type="checkbox"/> Make a check list of the qualifications or characteristics you want team members to possess	_____
<input type="checkbox"/> Develop a list of sponsors who will back your church-planting efforts with financial assistance	_____



Date Completed

- [ ] List the names of at least 15 other people who have committed to being your Prayer Partners for this project \_\_\_\_\_
- [ ] Develop a timeline for each item contained in this check list \_\_\_\_\_
- [ ] Determine which of the following models of church planting you will use (see chapter 6) and list 7 reasons for your choice \_\_\_\_\_
- |                          |                                     |
|--------------------------|-------------------------------------|
| [ ] Independent Pioneer  | [ ] Multicampus                     |
| [ ] Founding Pastor      | [ ] Satellite Model                 |
| [ ] Bivocational Planter | [ ] Missionary Church Planter       |
| [ ] Mother-Daughter      | [ ] Team Ministry                   |
| [ ] Colonization         | [ ] Partnership Church Planting     |
| [ ] Adoption             | [ ] Associational or Denominational |
| [ ] Church Split         | [ ] Regional Church Planting        |
| [ ] Muticongregational   | [ ] Other                           |

# Church Planting Check List



## Prenatal Phase (6-9 months)

The following is a list of things that needs to be done during the Prenatal Phase of church planting. The items are generally in sequential order although some items may be accomplished at any time during this phase. Check off each item as it is completed and record the date it was accomplished.

Date Completed

### Step #1 - Determining the Target Area

- [ ] Select a potential target area (geographic study) \_\_\_\_\_
- [ ] Locate on a map all industrial and residential areas, shopping malls and commercial districts, and any elements that divide the region such as railroads, major highways, rivers, parks, lakes, canyons and mountains \_\_\_\_\_
- [ ] Identify any new subdivisions and suburban developments, and ethnic concentrations \_\_\_\_\_
- [ ] Do a thorough demographic survey of the target area (demographic study) \_\_\_\_\_
- [ ] Gather statistical information on the target area by visiting: \_\_\_\_\_
  - [ ] City Planning Commission
  - [ ] County Planning Commission
  - [ ] Chamber of Commerce
  - [ ] Tourist Bureau
  - [ ] City and County Web Sites
- [ ] Give statistical information showing past, present, and projected population trends \_\_\_\_\_
- [ ] What ethnic, cultural, linguistic, economic, and educational groups are identifiable in the target area? \_\_\_\_\_
- [ ] List the shared values and lifestyles of the target area (psychographic study) \_\_\_\_\_
- [ ] Take a "windshield" tour of the area under consideration noting housing patterns, land use design, educational facilities, recreational areas, churches, and service organizations \_\_\_\_\_
- [ ] Develop a Community Profile to the typical person you plan to reach \_\_\_\_\_
- [ ] Develop a religious profile of the focus community and list all the different churches according to denomination and their average Sunday morning attendance (ekklegraphic study) \_\_\_\_\_
- [ ] Develop a list of all the fundamental, evangelical, and Baptist churches in the target city giving the address, phone number, name of the pastor, date of origin, average A.M. attendance, style of music, web site, and state whether the church is growing, static or declining \_\_\_\_\_
- [ ] Plot each church on a city/county map to show their geographical proximity to each other \_\_\_\_\_
- [ ] List the names of other people and/or area pastors who agree that there is a genuine "need" for a new church in your target area \_\_\_\_\_
- [ ] Make a list of all the factors that indicate a church plant will succeed in the target area \_\_\_\_\_



Date Completed

- ☐ Make a list of all the factors that indicate a church plant will not succeed in the target area. \_\_\_\_\_  
Explain your plan to overcome these factors
- ☐ Write a 2-page feasibility paper demonstrating why a new church plant should be undertaken in the target area \_\_\_\_\_
- ☐ Complete the Church-Planting City Survey form \_\_\_\_\_
- ☐ Submit the Church-Planting City Survey form and area map to your mission agency or sponsoring agent \_\_\_\_\_
- ☐ Develop a more detailed church-planting proposal in narrative form for potential supporters showing the total project and overall objectives \_\_\_\_\_

### **Step #2 - Things to do BEFORE Moving to the Target Area**

- ☐ Establish a list of goals relating to attendance, finances, leadership training, program development, and property acquisition, and include a projected time frame for the accomplishment of each one. (Goals should be specific, measurable, attainable, and time related) \_\_\_\_\_
  - ☐ Plan the church calendar for the six months following your 1<sup>st</sup> public service \_\_\_\_\_
  - ☐ Prepare a sermon schedule (list of subjects to be covered & dates to be preached) for the 1<sup>st</sup> six months \_\_\_\_\_
  - ☐ Prepare (outline) the 26 morning messages you will preach during the 1<sup>st</sup> six months \_\_\_\_\_
  - ☐ Prepare (outline) the 26 evening or cell group studies you will conduct in the 1<sup>st</sup> six months \_\_\_\_\_
  - ☐ Prepare (outline) the 26 mid-week Bible studies you will teach in the 1<sup>st</sup> six months \_\_\_\_\_
  - ☐ Do an in-depth study of the biblical office and roles of pastors and deacons \_\_\_\_\_
  - ☐ Develop (obtain) the deacon-training materials that will be used to train these servant leaders \_\_\_\_\_
  - ☐ Prepare all the lessons for the new believers classes you will conduct \_\_\_\_\_
  - ☐ Prepare all the lessons for the new member classes you will teach \_\_\_\_\_
  - ☐ Prepare a membership application form \_\_\_\_\_
  - ☐ Prepare a membership covenant for new members to sign \_\_\_\_\_
  - ☐ Prepare and print the various forms you will use \_\_\_\_\_
- 
- ☐ Order of Service Planning sheet
  - ☐ Tally Sheet
  - ☐ Weekly Attendance & Financial Record
  - ☐ Bank Reconciliation form
  - ☐ "We're Glad You Came" card for the Visitor's Packet
  - ☐ An Invitation Response Card
  - ☐ "How Are We Doing" Evaluation Card
  - ☐ A First Impression Card
  - ☐ Stewardship Card



Date Completed

- |  |       |
|--|-------|
| <input type="checkbox"/> Develop the church's Charter document   | _____ |
| <input type="checkbox"/> Develop the church's Doctrinal Statement  | _____ |
| <input type="checkbox"/> Develop the church's Covenant   | _____ |
| <input type="checkbox"/> Develop the church's Constitution   | _____ |
| <input type="checkbox"/> Secure a copy of the BMM church-planting agreement  | _____ |
| <input type="checkbox"/> Develop a Policy and Procedures manual detailing how the church will deal with various issues such as disciplinary procedures, hiring and termination guidelines, job descriptions, music guidelines, conflict resolution procedures, performance evaluations, travel policies, mission policies, training provisions, auditing practices, building and equipment usage, weddings, etc. | _____ |
| <input type="checkbox"/> Develop written policies to govern the recruitment, screening, training and supervision of workers  | _____ |
| <input type="checkbox"/> Develop written child abuse policy and screening programs   | _____ |
| <input type="checkbox"/> Develop your discipleship philosophy (Why? How? When?)  | _____ |
| <input type="checkbox"/> Develop instructor and student manuals for your discipleship ministry   | _____ |
| <input type="checkbox"/> Prepare the PowerPoint presentations to go with each lesson   | _____ |
| <input type="checkbox"/> Develop written leadership standards  | _____ |
| <input type="checkbox"/> Develop leadership training materials   | _____ |
| <input type="checkbox"/> Pray that God will give you leaders with teachable spirits and servant hearts   | _____ |
| <input type="checkbox"/> Ask God repeatedly to help you identify potential leaders   | _____ |
| <input type="checkbox"/> Design an attractive visitation brochure  | _____ |
| <input type="checkbox"/> Develop four form "thank you" letters for 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> time visitors   | _____ |
| <input type="checkbox"/> Develop a six-month survival budget   | _____ |
| <input type="checkbox"/> Raise adequate monthly support or locate an alternate funding source to enable you to live in the target area   | _____ |
| <input type="checkbox"/> Raise \$5,000 - \$10,000 in start up funds  | _____ |
| <input type="checkbox"/> Apply for a church-planting grant from the GARBC  | _____ |
| <input type="checkbox"/> Contact the regional (state) fundamental Baptist fellowship and request prayer and financial support  | _____ |
| <input type="checkbox"/> Purchase a single entry bookkeeping system  | _____ |
| <input type="checkbox"/> Obtain church software for attendance, membership and financial records   | _____ |
| <input type="checkbox"/> Purchase boxed offering envelopes   | _____ |
| <input type="checkbox"/> Establish a written policy concerning designated giving   | _____ |
| <input type="checkbox"/> Develop the financial guidelines for money counters, the treasurer, and the financial secretary   | _____ |
| <input type="checkbox"/> Develop the financial guidelines relating to missions, benevolence, and the building fund   | _____ |
| <input type="checkbox"/> Develop stewardship materials for your 1 <sup>st</sup> annual stewardship program   | _____ |
| <input type="checkbox"/> Do a thorough study of "worship" in the Bible and write a one-page explanation of biblical worship  | _____ |
| <input type="checkbox"/> Select the worship style you will use in public services  | _____ |
| <input type="checkbox"/> Develop a worship plan that reflects your vision, values, mission, and ministry focus   | _____ |
| <input type="checkbox"/> Develop a worship evaluation questionnaire that selected individuals can complete during the worship service  | _____ |
| <input type="checkbox"/> Purchase several pre-service recorded music CDs   | _____ |



Date Completed \_\_\_\_\_

- [ ] Develop multiple music slides using PowerPoint \_\_\_\_\_
- [ ] Secure a copyright licensing agreement from Christian Copyright Licensing, Inc. ([www.ccli.com](http://www.ccli.com)) \_\_\_\_\_
- [ ] Secure the office equipment you will need \_\_\_\_\_

- |                      |                       |                       |
|----------------------|-----------------------|-----------------------|
| [ ] Computer         | [ ] Digital Piano     | [ ] Pulpit            |
| [ ] Laser Printer    | [ ] Song Books        | [ ] Communion Table   |
| [ ] Photocopier      | [ ] White Board       | [ ] Communion Set     |
| [ ] Video Projector  | [ ] Paper Cutter      | [ ] Offering Plates   |
| [ ] Sound Equipment  | [ ] Multi-hole Punch  | [ ] Nursery Equipment |
| [ ] Taping equipment | [ ] Paper Folder      | [ ] Answering Machine |
| [ ] Tape Duplicator  | [ ] CD Player         | [ ] Adding Machine    |
| [ ] Desk and Chair   | [ ] Blank Audio Tapes |                       |
| [ ] Filing Cabinet   | [ ] Blank CDs         |                       |

- [ ] Purchase 5,000 - 10,000 gospel tracts \_\_\_\_\_
- [ ] Purchase 500 - 1,000 visitor packets and develop the contents \_\_\_\_\_
- [ ] Secure several hundred devotional study booklets from Radio Bible Class \_\_\_\_\_
- [ ] Secure at least 100 "Won by One" Bible study courses for evangelistic Bible studies \_\_\_\_\_
- [ ] Have several promotional pictures of yourself and your family made (colored as well as b&w) \_\_\_\_\_
- [ ] Contact the Chamber of Commerce and request that the new church's name be added to their list of churches \_\_\_\_\_
- [ ] Set a target date for moving to the target area \_\_\_\_\_
- [ ] Locate housing in the target area \_\_\_\_\_
- [ ] Place your home on the market for sale \_\_\_\_\_
- [ ] Begin packing your household goods \_\_\_\_\_
- [ ] Reserve a moving van \_\_\_\_\_
- [ ] Notify various utilities when to terminate their services \_\_\_\_\_
- [ ] Obtain school and medical records to take with you \_\_\_\_\_

### **Step #3 - Things to do AFTER Arriving in the Target Community**

- [ ] Take several weeks to get settled in your new community (6-8 weeks) \_\_\_\_\_
- |  |  |
|--|--|
| [ ] Hook up utilities  | [ ] Familiarize yourself with the community      |
| [ ] Unpack and set up your home & office   | [ ] Enroll the children in school                |
| [ ] Obtain a valid driver's license  | [ ] Subscribe to the local newspaper             |
| [ ] Obtain proper vehicle tags   | [ ] Notify the Post Office to begin mail service |
| [ ] Request the phone company to include the word "pastor" or "reverend" with you name in the phone book |  |





Date Completed

- |   |       |
|---|-------|
| <input type="checkbox"/> Choose a name for the new church   | _____ |
| <input type="checkbox"/> Get a mailing address for the church   | _____ |
| <input type="checkbox"/> Obtain a Federal Employer's Identification Number (FEIN) using IRS Form 22-4 | _____ |
| <input type="checkbox"/> Establish checking and savings accounts for the church using the FEIN number | _____ |
| <input type="checkbox"/> Establish your personal checking and savings accounts                        | _____ |
| <input type="checkbox"/> Locate and rent a suitable meeting place                                     | _____ |
| <input type="checkbox"/> Secure inside and outside signs and banners                                  | _____ |
- 
- |   |  |
|---|--|
| <input type="checkbox"/> Church name & service times sign | <input type="checkbox"/> Nursery sign                      |
| <input type="checkbox"/> Entrance signs                   | <input type="checkbox"/> Children's class signs            |
| <input type="checkbox"/> Welcome sign                     | <input type="checkbox"/> Worship Center signs (auditorium) |
| <input type="checkbox"/> Hospitality Desk sign            | <input type="checkbox"/> Restroom signs                    |
| <input type="checkbox"/> Directional signs                | <input type="checkbox"/> Refreshment signs                 |
- 
- |  |       |
|--|-------|
| <input type="checkbox"/> Design a church logo  | _____ |
| <input type="checkbox"/> Develop a church slogan   | _____ |
| <input type="checkbox"/> Design and print 2,500 matching church letterheads, envelopes and business cards  | _____ |
| <input type="checkbox"/> Set the date for your first service (Is this a naturally high attendance day? Can everything be accomplished between now and then?) | _____ |
| <input type="checkbox"/> Set a tentative target date for graduation (becoming fully self-supporting)   | _____ |
| <input type="checkbox"/> Set a tentative target date for launching your 1 <sup>st</sup> daughter church  | _____ |
| <input type="checkbox"/> Print a church brochure for visitation purposes (2,500 - 10,000)  | _____ |
| <input type="checkbox"/> Introduce yourself to community leaders   | _____ |
- 
- |  |  |
|--|--|
| <input type="checkbox"/> Mayor                       | <input type="checkbox"/> Newspaper Editors           |
| <input type="checkbox"/> Councilmen                  | <input type="checkbox"/> Radio & Television Managers |
| <input type="checkbox"/> Bankers                     | <input type="checkbox"/> School Board Presidents     |
| <input type="checkbox"/> Planning & Zoning directors | <input type="checkbox"/> School Principals           |
| <input type="checkbox"/> Business Leaders            | <input type="checkbox"/> Doctors                     |
| <input type="checkbox"/> Realtors                    | <input type="checkbox"/> Lawyers                     |
| <input type="checkbox"/> Area Pastors                |  |
- 
- |  |       |
|--|-------|
| <input type="checkbox"/> Put the finishing touches on your visitor's packet and assemble three times as many as you plan to have in your 1 <sup>st</sup> service | _____ |
| <input type="checkbox"/> Order children's church and Sunday School materials from Gospel Literature Services (GLS)   | _____ |
| <input type="checkbox"/> Design and print the flyers, door hangers, and engraved invitations you will use to blitz the target area                               | _____ |
| <input type="checkbox"/> Sign up for a church bulletin service and order enough bulletins for the 1 <sup>st</sup> three months of public services                | _____ |



Date Completed \_\_\_\_\_

**Step #4 - Gathering a Core Group**

- |   |       |
|---|-------|
| <input type="checkbox"/> Make pursuing people with a passion a priority both now and in the future  | _____ |
| <input type="checkbox"/> Make courtesy calls on government, business, educational, and religious leaders  | _____ |
| <input type="checkbox"/> Recruit from your home church and supporting churches  | _____ |
| <input type="checkbox"/> Ask for referrals from other churches  | _____ |
| <input type="checkbox"/> Advertise in newspapers, radio, and on the web   | _____ |
| <input type="checkbox"/> Secure a list of new residents from a utility company or commercial mail list company  | _____ |
| <input type="checkbox"/> Watch the newspaper for "special events" - people such as new parents, graduates, weddings, and deaths, and then mail them an appropriate card with a handwritten note | _____ |
| <input type="checkbox"/> Bake cookies for new residents and welcome them to the community   | _____ |
| <input type="checkbox"/> Teach ESL classes to ethnic groups ("English As a Second Language")  | _____ |
| <input type="checkbox"/> Conduct a community survey   | _____ |
| <input type="checkbox"/> Visit every day for at least four weeks (6 hours a day)  | _____ |
| <input type="checkbox"/> Host week get-acquainted meetings for prospects  | _____ |
| <input type="checkbox"/> Begin community pre-evangelism and outreach events   | _____ |
- 
- |  |   |
|--|---|
| <input type="checkbox"/> Door-to-door Surveys              | <input type="checkbox"/> Community Picnic or Cook out           |
| <input type="checkbox"/> Mass Mailings                     | <input type="checkbox"/> Street parties                         |
| <input type="checkbox"/> The Phones for You                | <input type="checkbox"/> Community Craft Fairs                  |
| <input type="checkbox"/> Evangelist Bible Studies          | <input type="checkbox"/> Concert in the Park                    |
| <input type="checkbox"/> Marriage Seminar                  | <input type="checkbox"/> Capture the Flag Event                 |
| <input type="checkbox"/> Financial Planning Seminar        | <input type="checkbox"/> Karate or Weight Lifting Demonstration |
| <input type="checkbox"/> Pig Roast                         | <input type="checkbox"/> Golf Tournament                        |
| <input type="checkbox"/> Conduct "Acts of Kindness" events |   |
- 
- |  |       |
|--|-------|
| <input type="checkbox"/> Build a mailing list of interested people using both e-mail and snail mail                      | _____ |
| <input type="checkbox"/> "Farm" your prospect list by contacting each person once a month via phone or with a newsletter | _____ |
| <input type="checkbox"/> Develop the core group into a cohesive, unified Body of believers                               | _____ |
- 
- |  |  |
|--|--|
| <input type="checkbox"/> Share the church's purpose, mission and vision statements | <input type="checkbox"/> Teach basic Bible doctrine                            |
| <input type="checkbox"/> Teach your philosophy of ministry                         | <input type="checkbox"/> Teach the ordinances & their meaning                  |
| <input type="checkbox"/> Emphasize the church's core values                        | <input type="checkbox"/> Teach Ephesians 4:11,12                               |
| <input type="checkbox"/> Teach on the local church                                 | <input type="checkbox"/> Seek to develop servant hearts                        |
| <input type="checkbox"/> Teach people the sufficiency of Scripture                 | <input type="checkbox"/> Teach Baptist polity and distinctives                 |
| <input type="checkbox"/> Teach the Four Rules of Communication                     | <input type="checkbox"/> Teach people how to view & handle problems biblically |
|  | <input type="checkbox"/> Teach people how to confess and forgive biblically    |

# Church Planting Check List



## Birth Phase (1-2 months)

The following is a list of things that needs to be done during the Birth Phase of church planting. The items are generally in sequential order although some items may be accomplished at any time during this phase. Check off each item as it is completed and record the date it was accomplished.

Date Completed

### Step # 1 - Questions to ask before holding your 1<sup>st</sup> public service

- ☐ Has the core group reached its “critical mass” yet? (“Critical mass” is the number of committed core group members and workers to successfully host the 1<sup>st</sup> service and to create momentum. This number is usually about 10% of the projected size of the future church.) \_\_\_\_\_
- ☐ Are there enough people to fill all the ministry slots? \_\_\_\_\_
- ☐ Have you chosen a naturally high attendance day? \_\_\_\_\_
- ☐ Have you trained your launch team? \_\_\_\_\_
- ☐ Have you obtained liability insurance in case of an accident (including sexual abuse coverage)? \_\_\_\_\_
- ☐ If you own or are renting your own facility . . . \_\_\_\_\_
  - ☐ Have you mowed the lawn, trimmed the hedges, and picked up the trash?
  - ☐ Have you renovated and painted the building inside and outside?
  - ☐ Have you installed new carpeting?
  - ☐ Do you have adequate lighting?
  - ☐ Is the temperature comfortable in the building?
  - ☐ Do you have age appropriate furniture in the nursery and classrooms?
  - ☐ Are the bathrooms clean, bright, and fresh smelling?

### Step #2 - 3-4 weeks prior to the 1<sup>st</sup> public service

- ☐ Plan your 1<sup>st</sup> worship service in detail \_\_\_\_\_
  - ☐ Is it geared to your target audience? ☐ Is it positive and encouraging?
  - ☐ Does it use joyful, celebrative music? ☐ Is the Word of God central?
  - ☐ Is it built around a theme? ☐ Does it emphasize quality?
- ☐ Deliver news releases and public service announcements 2-3 weeks prior to the 1<sup>st</sup> service \_\_\_\_\_
  - ☐ Local Newspapers
  - ☐ Radio Stations
  - ☐ Television Stations



Date Completed

- |  |  |
|--|--|
| <input type="checkbox"/> Blitz the target area with flyers, door hangers, and engraved invitations | _____  |
| <input type="checkbox"/> Train a launch team for the 1 <sup>st</sup> service                       | _____  |
| <input type="checkbox"/> Setup and Tear Down Teams   | <input type="checkbox"/> Ushers and Greeters                         |
| <input type="checkbox"/> Worship leader (song leader)  | <input type="checkbox"/> Nursery & Children's Workers                |
| <input type="checkbox"/> Musicians and Singers   | <input type="checkbox"/> Financial Counters                          |
| <input type="checkbox"/> Welcome Center Hostess  | <input type="checkbox"/> Sound System Operators                      |
| <input type="checkbox"/> Guest Follow-up Person  | <input type="checkbox"/> Fellowship Leader (refreshment coordinator) |
| <input type="checkbox"/> Small Group Leaders   |  |

- |  |       |
|--|-------|
| <input type="checkbox"/> Conduct background checks and sexual abuse prevention screenings of everyone who will work with children  | _____ |
| <input type="checkbox"/> Prepare a quality children's ministry (Sunday School and/or Children's Church)  | _____ |
| <input type="checkbox"/> Prepare a map of the building you will use showing the location of entrances, welcome center, nursery, classrooms, worship center (auditorium) and restrooms. (Insert this map in the worship bulletin) | _____ |
| <input type="checkbox"/> Invite key community leaders to the 1 <sup>st</sup> service   | _____ |

### **Step # 3 - One week prior to the 1<sup>st</sup> public service**

- |  |       |
|--|-------|
| <input type="checkbox"/> Hold a rehearsal service at the same location that will be used for the 1 <sup>st</sup> public service      | _____ |
| <input type="checkbox"/> Be sure all the people are present who will be needed for the 1 <sup>st</sup> service                       |       |
| <input type="checkbox"/> Conduct each part of the service exactly as it will be done in the 1 <sup>st</sup> service                  |       |
| <input type="checkbox"/> Time each event and then evaluate what changes are needed   |       |
| <input type="checkbox"/> Make the needed changes and then rehearse the entire service two or three more times until it runs smoothly |       |
| <input type="checkbox"/> Print a first-class bulletin or worship folder  | _____ |
| <input type="checkbox"/> Arrange for coffee and refreshments (fellowship leader)   | _____ |
| <input type="checkbox"/> Prepare blank name tags   | _____ |
| <input type="checkbox"/> Recruit as many people as possible to participate in a final community blitz on the coming Saturday         | _____ |
| <input type="checkbox"/> Make prayer a high priority for the week - bathe everything in prayer                                       | _____ |

### **Step # 4 - One day prior to the 1<sup>st</sup> public service**

- |  |       |
|--|-------|
| <input type="checkbox"/> 8:30 a.m. - Meet with you visitation team for prayer and area assignments   | _____ |
| <input type="checkbox"/> 9:00 a.m. to 5:00 p.m. - Blitz the target community with personal and engraved invitations to the opening Celebration service |       |
| <input type="checkbox"/> 7:00 p.m. - Host a season of prayer for the Lord's blessing on the events of the next day                                     | _____ |



Date Completed

- [ ] Go to bed early so you are well rested for Celebration Sunday

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### **Step # 5 - The BIG DAY - 1<sup>st</sup> Public Service**

- [ ] Setup and launch teams should arrive 1-2 hours early
- [ ] The worship team should run through all their music
- [ ] Greeters, ushers and workers should be in their places thirty minutes before the start of the service
- [ ] Have joyful, uplifting prerecorded instrumental music playing half an hour early
- [ ] Greet visitors warmly as they enter, give them a welcome packet, and give them a nametag
- [ ] Show people where to go - never leave them sitting by themselves
- [ ] Start the service ON TIME
- [ ] Minimize announcements and keep the service moving
- [ ] Avoid an emphasis on money
- [ ] Keep the message brief and relevant
- [ ] Give people an opportunity to respond

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### **Step # 6 - Evaluate your 1<sup>st</sup> Public Service**

- [ ] Meet with key team leaders to evaluate your 1<sup>st</sup> public service
- [ ] Evaluate the service itself

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- [ ] Did the equipment and people arrive on time?
- [ ] Did the set up and tear down go smoothly?
- [ ] What equipment wasn't needed?
- [ ] What equipment should you have had, but didn't?
- [ ] Were there problems in running the sound system?
- [ ] Were the musicians in place on time?
- [ ] Was the music well rehearsed and well performed?
- [ ] Did the music and pace of the service flow smoothly?
- [ ] What bottlenecks occurred?
- [ ] Was there too much or too little music?
- [ ] Does there need to be more or less congregational singing?
- [ ] Were all the words visible on the screen during congregational singing?
- [ ] Were there 'dead spots'?
- [ ] Was the service built around a common theme? Was it apparent?
- [ ] Were guests able to follow the order of worship?
- [ ] What did the worship service convey to persons who did not grow up in church?
- [ ] Was the message too long or too short?
- [ ] Was it relevant to those who attended?
- [ ] What problems arose in the children's ministries?



Date Completed \_\_\_\_\_

- ☐ Were the restrooms clean, well-lit, and good smelling?
- ☐ What did we overlook?
- ☐ What needs to be improved next week?

☐ Evaluate the service spiritually

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- ☐ Was God honored in the service? If yes, how so? If not, why not?
- ☐ Was there a spirit of worship in the service?
- ☐ Was the attention of the audience focused on Christ or on those ministering?
- ☐ Was the presence of God's Spirit evident in the service? How so?
- ☐ Were people saved?
- ☐ Do the response cards indicate significant decisions were made in other areas of people's lives?
- ☐ Were people helped, uplifted, challenged or encouraged by the service? How do you know?
- ☐ Did people speak about the blessing the service was to them?
- ☐ How can we improve the spiritual quality of the service next week?

☐ Evaluate the service financially

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- ☐ How much did the service cost?
- ☐ How much was received in the offering?
- ☐ Did you meet your survival budget?
- ☐ What was the per capita giving ratio?
- ☐ Was the offering received quickly?
- ☐ Was there too much emphasis on money?
- ☐ Was the offering counted, recorded, and deposited promptly?
- ☐ What changes need to be made?

☐ Evaluate the service numerically

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- ☐ How many people were you expecting in the first service?
- ☐ How many actually showed up?
- ☐ How many of these came as a result of the advertising blitz?
- ☐ How many of those who came were first-time visitors, but were not part of the core group?
- ☐ What was the age breakdown of those who attended?
- ☐ What was the racial makeup of the congregation?
- ☐ How many fit into the target group?
- ☐ How many are unchurched?
- ☐ How many came from other churches?
- ☐ Was there a good cross-section of the community?
- ☐ How many indicated on their response cards that they would like a visit or that they want to know more about the church?



Date Completed \_\_\_\_\_

[ ] Evaluate the service in relation to the number of workers compared to the number of people present \_\_\_\_\_

[ ] Were there enough greeters and ushers?

[ ] Did you have adequate staff in the nursery and children's ministries?

[ ] Were there enough people on the setup and tear down teams?

[ ] Were more people needed on the worship team?

[ ] Send out "thank you" letters to everyone who attended the 1<sup>st</sup> public service \_\_\_\_\_

[ ] Enclose a self-addressed, stamped evaluation card in each "thank you" letter \_\_\_\_\_

[ ] Start visiting in preparation for next week's service \_\_\_\_\_

[ ] Begin follow-up classes immediately \_\_\_\_\_

[ ] Begin mid-week Bible study and prayer service within 4 weeks \_\_\_\_\_

[ ] Begin Sunday School and other children's ministry only when you have adequate staff to run the programs \_\_\_\_\_

