

Summary of Assessments:

Checklist Months 6-9: **Personal**

Completed	Task	Sub-Task
	1. Continue to pray without ceasing for God's guidance and study God's Word!	
	2. Continue to keep intercessors informed of prayer needs for you, your family and your church	
	3. Ask each day, "What will I do today to let people know we are planting a church?"	

Checklist Months 6-9: **Christian Alliance of Pastors (CAP)**

Completed	Task	Sub-Task
	4. Complete all CAP V- Launch Phase Items	
	5. Create an ongoing list of questions for your CAP Coach	

Checklist Months 6-9: **Ongoing Information Meetings**

Completed	Task	Sub-Task
	6. Develop an invitation card to pass out to people	
	7. Have all your printed materials ready for display at this meeting	
	8. Share church vision with anyone joining your Launch Team	

Checklist Months 6-9: **Website**

Completed	Task	Sub-Task
	9. Finalize website	
	10. Decide who will maintain website	

Checklist Months 6-9: **Ministry SOPs**

Completed	Task	Sub-Task
	Develop short handbooks with policies and procedures for each area of ministry	
		11. Children's Ministry
		12. Worship and Arts
		13. Parking Lot
		14. Greeters
		15. Ushers (Seat people, provide order and collect offerings)
		16. Prayer Counselors
		17. Financial Team (work with Pastor in counting offerings)

Checklist Months 6-9: **Sermon Series Development**

Completed	Task	Sub-Task
	18. Pray about your first sermon series. Choose a theme for the first several months.	

Checklist Months 6-9: **Marketing**

Completed	Task	Sub-Task
	19. Create visitor brochure	
	20. Create prayer request and testimony cards	
	21. Order banners for Children's Ministry	

Checklist Months 6-9: **Discipleship Track**

Completed	Task	Sub-Task
	22. Identify (acquire or write) lessons for membership classes	
	23. Prepare content for discipleship classes	

Checklist Months 6-9: **Worship**

Completed	Task	Sub-Task
	24. Get CCLI License for song lyrics usage on screen (Church Copyright License)	
	25. Begin developing a song listing and files with Praise and Worship Leader	
	26. Begin having worship practices	
	27. Develop your band (drummer, bass guitar, lead guitar, keyboard)	

Checklist Months 6-9: **Fundraising**

Completed	Task	Sub-Task
	28. Raise a minimum of \$50,000 in cash	
	29. Send out at least 300 letters asking for support. You may also send out that same letter to the same people via e-mail with links to give online	
	30. Preach at other churches	
	31. You and your Spouse decide as a couple how much you will personally invest in your church	
	32. Reach out to local business people (Share your: Vision, How the Vision helps your city, Ask for Support)	

Checklist Months 6-9: **Networking**

Completed	Task	Sub-Task
	33. Meet with local Pastors to build relationships	
	34. Have neighborhood parties	
	35. Meet people and invite them into your home or meet for coffee	
	36. Contact other CAP pastors	
	37. Continue to have information meetings	
	38. Continue to ask people to join your Launch Team	

Checklist Months 6-9: **Legal**

Completed	Task	Sub-Task	
	39. Acquire license to perform marriages (if required in your state)		
	40. Contact SecureSearch regarding creating an account for background checks for ministry servants who volunteer with the Children and Teens		
Checklist Months 6-9: Church Location			
Completed	Task	Sub-Task	
	41. Acquire a location for your Sunday Services		
	42. Obtain liability insurance (corporate, event and property, on storage as well)		