

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)