

CAP: Checklist Months 6-9**Checklist Months 6-9: Personal**

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| 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)

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| 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

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| 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

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

Checklist Months 6-9: Ministry SOPs

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| 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

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

Checklist Months 6-9: Marketing

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|-----------|---|----------|
| 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

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

Checklist Months 6-9: Worship

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|-----------|---|----------|
| 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

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|-----------|--|----------|
| 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)