

**CAP: Checklist Months 1-6****Checklist Months 1-6: Personal**

| Completed | Task                                                                                                                | Sub-Task |
|-----------|---------------------------------------------------------------------------------------------------------------------|----------|
|           | 1. I am located in the city where God has called me to plant my church                                              |          |
|           | 2. Pray without ceasing for God's guidance and study God's Word!                                                    |          |
|           | 3. Select several (minimum of 3) intercessors to keep informed of prayer needs for you, your family and your church |          |

**Checklist Months 1-6: Christian Alliance of Pastors (CAP)**

| Completed | Task                                                                          | Sub-Task |
|-----------|-------------------------------------------------------------------------------|----------|
|           | 4. Register for the CAP OneDay                                                |          |
|           | 5. Register for the CAP RightStart                                            |          |
|           | 6. Register for the CAP AssessmentCenter                                      |          |
|           | 7. Attend the CAP OneDay                                                      |          |
|           | 8. Attend the CAP RightStart                                                  |          |
|           | 9. Attend the CAP AssessmentCenter                                            |          |
|           | 10. Complete all the required applications and assessments on the CAP website |          |
|           | 11. Set a launch date (Put date on CAP website)                               |          |
|           | 12. Complete your Church Plan                                                 |          |
|           | 13. Create your church structure organizational chart                         |          |
|           | 14. Create your church Statement of Faith                                     |          |
|           | 15. Identify and contact your five (5) Overseers                              |          |
|           | 16. Begin to identify and select your Trustees (Financial Board)              |          |

**Checklist Months 1-6: Financial Procedures**

| Completed | Task                                                                                                               | Sub-Task |
|-----------|--------------------------------------------------------------------------------------------------------------------|----------|
|           | 17. Set up and organize an office (in your home is fine) for financial, church and church office administration    |          |
|           | 18. Set up a filing system for all necessary financial and church administrative items                             |          |
|           | 19. Acquire a laptop computer and financial software (Quickbooks)                                                  |          |
|           | 20. Hire or consult with an accountant to help you set up your books and financial procedures                      |          |
|           | 21. Identify resources for each area of ministry. See the CAP website for a list of possible vendors and resources |          |
|           | 22. Set up a 3-Year Church Budget (three (3) years of expenses)                                                    |          |
|           | 23. Set up ledgers for tracking income and expenses                                                                |          |

**Checklist Months 1-6: Church Administration**

| Completed | Task                                                                                                                        | Sub-Task |
|-----------|-----------------------------------------------------------------------------------------------------------------------------|----------|
|           | 24. Acquire a Post Office Box for your church                                                                               |          |
|           | 25. Write out a task listing for every area of ministry. List all items that need to be purchased for each area of ministry |          |
|           | 26. Set up a communication system for Pastor and Launch Team Leaders (Mailbox and Folder System or an online system)        |          |

**Checklist Months 1-6: Federal and Corporate**

| Completed | Task                                                                                                      | Sub-Task |
|-----------|-----------------------------------------------------------------------------------------------------------|----------|
|           | 27. Finalize and obtain agreement from all Overseers (They will act as your temporary Board of Directors) |          |
|           | 28. Obtain your FEIN (Federal Employer Identification Number)                                             |          |
|           | 29. Create your Church Constitution and Bylaws: ( <a href="#">Contact StartChurch</a> )                   |          |
|           | <b>Develop Organizational Board Meeting Minutes</b>                                                       |          |
|           | 30. Appoint a Chairperson and Secretary                                                                   |          |
|           | 31. Initial Directors will elect themselves                                                               |          |
|           | 32. Appoint any other officers                                                                            |          |
|           | 33. Ratify the Articles of Incorporation                                                                  |          |
|           | 34. Ratify the By-laws                                                                                    |          |
|           | 35. Pass resolution regarding out-of-pocket expenses for the Board                                        |          |
|           | 36. Adopt policies like conflict                                                                          |          |
|           | 37. Pass a resolution to open a checking account                                                          |          |
|           | 38. Pass resolutions for conflict of interest, reimbursements, Pastor                                     |          |
|           | 39. Develop Corporate Records Kit ( <a href="#">Contact StartChurch</a> )                                 |          |
|           | 40. Establish and complete ordination for Lead Pastor (file with state if applicable)                     |          |
|           | 41. Apply for 501(c)(3) : ( <a href="#">Contact StartChurch</a> )                                         |          |
|           | 42. Adopt the Chart of Accounts (from Quickbooks)                                                         |          |

Completed      Task      *Sub-Task*  
 43. Complete Payroll Tax Forms for Lead Pastor

Checklist Months 1-6: **State and Corporate**

Completed      Task      *Sub-Task*  
 44. Check with the state for availability of Church name  
 45. Incorporate in the state: ([Contact StartChurch](#))  
 46. Register with the State Department of Revenue for income tax ([Contact StartChurch](#))  
 47. Apply for Sales Tax Exemption - where applicable ([Contact StartChurch](#))

Checklist Months 1-6: **Launch Team**

Completed      Task      *Sub-Task*  
 48. Begin inviting people to help you get your church started.  
 49. Begin weekly vision meetings for fellowship, planning and leadership training. Build a team of at least 70 adults before your launch  
 50. Find your praise and worship leader, praise team and musicians (drummer, bass guitar, lead guitar, keyboard)

Checklist Months 1-6: **Build Relationships with other Pastors**

Completed      Task      *Sub-Task*  
 51. Learn from other pastors and their church processes  
**Attend church planting conferences:**  
     52. [Exponential](#)  
     53. [Capacity](#)  
     54. [Catalyst](#)  
 55. Visit other churches. Visit large established churches as well as church plants, both in your town and out of town

Checklist Months 1-6: **Marketing**

Completed      Task      *Sub-Task*  
 56. Develop your logo, business stationery, business cards (Pastors and Church), etc. Work with a graphic designer. (Make sure you have your church name registered first)  
 57. Try to acquire a package deal with logo costs, collateral and website  
 58. Take photos and videos early in the church planting process. Document the early moments of the ministry

Checklist Months 1-6: **Church Website/Blog/Social Media (Facebook, Instagram, Twitter, etc.)**

Completed      Task      *Sub-Task*  
 59. [Purchase website domain](#)  
**Write content for website:**  
     60. Home Page  
     61. About  
     62. New to Us  
     63. Ministries  
     64. Get Involved  
     65. What to Expect  
     66. FAQs  
 67. Get website designed and developed  
 68. Begin posting to your Blog weekly  
 69. Create Church Facebook Page  
 70. Create personal accounts for Facebook, YouTube, Twitter, Instagram , etc.

Checklist Months 1-6: **Financial Administration**

Completed      Task      *Sub-Task*  
 71. Open a Checking Account  
 72. Get an offering envelope printed and use them with your beginning launch group

Checklist Months 1-6: **Leadership Procedures**

Completed      Task      *Sub-Task*  
 73. Write short-term ministry agreements for Leaders who are developing ministries with specific goals and timetables for each area of ministry  
 74. Develop interoffice forms: Ministry Reporting, Expenditure Request, Reimbursement Request, Event Evaluation, Copy Request, etc.  
 75. Have graphic designer develop individual ministry logos and graphics  
 76. Develop *Get Cards*, *Ministry Servant Interest Cards (to volunteer)* and *Ministry Servant Commitment and Honor Code*

Checklist Months 1-6: **Children's Ministry**

| Completed | Task                                                                                                                                   | Sub-Task                       |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|           | <b>Create Children's Ministry Forms</b>                                                                                                |                                |
|           |                                                                                                                                        | 77. Child's Application        |
|           |                                                                                                                                        | 78. Accident Report            |
|           |                                                                                                                                        | 79. Activity Consent           |
|           |                                                                                                                                        | 80. Medical Authorization, etc |
|           | 81. Identify Child Registration System                                                                                                 |                                |
|           | 82. Purchase children's curriculum                                                                                                     |                                |
|           | 83. Design brochure for each area of Children's Ministry<br>(Newborns, 1 -2 year olds, 3-4 year olds, 5-6 year olds,<br>as an example) |                                |

Checklist Months 1-6: **Storage Area**

| Completed | Task                                               | Sub-Task |
|-----------|----------------------------------------------------|----------|
|           | 84. Identify a storage area for all ministry items |          |
|           | 85. Start making purchases for children's ministry |          |
|           | 86. Purchase any shelving, tubs or bins needed     |          |