

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

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

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| 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

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| 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

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

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|-----------|---|----------|
| 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: (Contact StartChurch) | |
| | Develop Organizational Board Meeting Minutes | |
| | 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 (Contact StartChurch) | |
| | 40. Establish and complete ordination for Lead Pastor (file with state if applicable) | |
| | 41. Apply for 501(c)(3) : (Contact StartChurch) | |
| | 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
	Create Children's Ministry Forms	
		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 (Newborns, 1 -2 year olds, 3-4 year olds, 5-6 year olds, 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	