

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) | |