

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

Months 1-6 Checklist: 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)	

Months 1-6 Checklist: 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	

Months 1-6 Checklist: 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)	

Months 1-6 Checklist: 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: (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

Months 1-6 Checklist: **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](#))

Months 1-6 Checklist: **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)

Months 1-6 Checklist: **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

Months 1-6 Checklist: **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

Months 1-6 Checklist: **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.

Months 1-6 Checklist: **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

Months 1-6 Checklist: **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*

Months 1-6 Checklist: **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)

Months 1-6 Checklist: **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