

1 Year Timeline to Startup

	Outreach	Administration	Worship	Child-Care	Assim/Disciple.
	Name _____	Name _____	Name _____	Name _____	Name _____
February <i>Meet together weekly as a team</i>	<ul style="list-style-type: none"> Finalize church name Designate outreach coordinator 	<ul style="list-style-type: none"> Secure office Write church purpose, statement of faith 	<ul style="list-style-type: none"> Make sure purpose of worship service is stated Designate worship leader 	<ul style="list-style-type: none"> Search for and appoint leader 	<ul style="list-style-type: none"> If not done so, purchase computer for study, database, bookkeeping, etc.
March	<ul style="list-style-type: none"> Write week-by-week detailed outreach plan 	<ul style="list-style-type: none"> Write church constitution (in accordance with or by founding pastor) 	<ul style="list-style-type: none"> Recruit musicians Begin music lessons Begin music search 	<ul style="list-style-type: none"> (Search for and appoint leader) 	<ul style="list-style-type: none"> Obtain and design database for tracking attenders/survey responses
April	<ul style="list-style-type: none"> Design church logo Make calendar of summer events 	<ul style="list-style-type: none"> Search for facility (200+ room, 3 classrooms, parking, accessible, etc.) 	<ul style="list-style-type: none"> Recruit drama leader 	<ul style="list-style-type: none"> Write or obtain procedures manual for each of 3 child care groups 	<ul style="list-style-type: none"> Begin recruiting/training small group leaders
May	<ul style="list-style-type: none"> Prepare for summer events Publicize events (invitation cards, etc.) 	<ul style="list-style-type: none"> Gather projected expenditures from team Develop pre-launch budget 	<ul style="list-style-type: none"> (Continue work with drama/music) 	<ul style="list-style-type: none"> Plan child care/programming for summer events 	<ul style="list-style-type: none"> Collect info. for Newcomers Class to begin in 2nd/3rd month of services
June <i>Visit other church starts as a team</i>	<ul style="list-style-type: none"> Summer event with contacts of team 	<ul style="list-style-type: none"> Reserve church name with state of California Apply for employee ID# 	<ul style="list-style-type: none"> Develop sermon schedule for first year, starting with felt-need topics. 	<ul style="list-style-type: none"> Provide child care/programming for summer event 	<ul style="list-style-type: none"> (Continue small group leader training)
July	<ul style="list-style-type: none"> Evaluate past event Plan next event Promote event 	<ul style="list-style-type: none"> Secure church mailing address (PO Box) 	<ul style="list-style-type: none"> Purchase band equipment for rehearsals Coordinate drama dates with sermon schedule. 	<ul style="list-style-type: none"> Evaluate child care for past event 	<ul style="list-style-type: none"> Train small group leaders to take community surveys
August	<ul style="list-style-type: none"> Summer event with friends of team Promote small groups at event 	<ul style="list-style-type: none"> Develop proposed budget for first year (for state) 	<ul style="list-style-type: none"> Begin band rehearsals Begin gathering drama scripts. 	<ul style="list-style-type: none"> Provide child care/programming for summer event 	<ul style="list-style-type: none"> Conduct community surveys
September	<ul style="list-style-type: none"> Willing campaign roughs based upon information from surveys Order church stationery 	<ul style="list-style-type: none"> Submit articles of incorporation to state. Reserve location for Christmas event 	<ul style="list-style-type: none"> Finalize drama dates and scripts for first 6 months 	<ul style="list-style-type: none"> Designate adult coordinator for each of 3 groups 	<ul style="list-style-type: none"> Finalize curriculum and targets for small group(s)
October	<ul style="list-style-type: none"> Willing campaign - designed by graphic designer Photos taken for mailer 	<ul style="list-style-type: none"> Open bank account Reserve storage unit, if needed 	<ul style="list-style-type: none"> Drama rehearsals begin 	<ul style="list-style-type: none"> Train leaders in S.A.F.E. procedures 	<ul style="list-style-type: none"> Launch evangelistic small groups based on survey responses
November	<ul style="list-style-type: none"> Have signage made Telemarketing plan 	<ul style="list-style-type: none"> Secure bulk mailing permit 	<ul style="list-style-type: none"> Finalize first sermon series titles, etc. 	<ul style="list-style-type: none"> Lay out curriculum for 4-7 year olds through 6 months 	<ul style="list-style-type: none"> Groups break for holidays
December	<ul style="list-style-type: none"> Christmas outreach event 	<ul style="list-style-type: none"> Xmas facility secured 	<ul style="list-style-type: none"> Music for Xmas event? 	<ul style="list-style-type: none"> Child Care for event 	<ul style="list-style-type: none"> Friendly atmosphere
January	<ul style="list-style-type: none"> Telemarketing campaign Finalize printing/signage Mailers to mailing co. Outreach event 	<ul style="list-style-type: none"> Hold Church "Baby Shower" for needed supplies Recruit set-up crew Purchase chairs, etc.) 	<ul style="list-style-type: none"> Band rehearsals Select songs for launch Sermon preparation Drama rehearsals 	<ul style="list-style-type: none"> Purchase nursery equipment, toys, etc. 	<ul style="list-style-type: none"> Groups resume Recruit people from small groups for assimilation teams
February	<ul style="list-style-type: none"> Direct mail sent out 	<ul style="list-style-type: none"> Finalize facility/storage/set-up crew 	<ul style="list-style-type: none"> Dress rehearsals 	<ul style="list-style-type: none"> Finalize workers 	<ul style="list-style-type: none"> Finalize Assim. team
Launch	<ul style="list-style-type: none"> 200+ attendance goal Signage displayed Programs handed out Calendar of upcoming events publicized 	<ul style="list-style-type: none"> Meet in facility Finance collection ready Bookkeeping ready Bank accounts opened 	<ul style="list-style-type: none"> Sound/lights ready Full Band/Drama Overheads Deliver 1st message Start preaching series 	<ul style="list-style-type: none"> Workers in place Infants/Toddlers/4-7 All groups S.A.F.E. 	<ul style="list-style-type: none"> Assim. team ready Hospitality table Greeters/Ushers Information table
March	<ul style="list-style-type: none"> Promote Newcomer's Class in coming events 	<ul style="list-style-type: none"> Record, deposit funds Write disclosures 	<ul style="list-style-type: none"> Maintain quality Recruit help 	<ul style="list-style-type: none"> Recruit parents Maintain quality 	<ul style="list-style-type: none"> Database entry 1st time letters out Hold Pastor's dinner
April	<ul style="list-style-type: none"> Hold a church "got acquainted" event 	<ul style="list-style-type: none"> Set up account numbers for regular givers 	<ul style="list-style-type: none"> Stay sharp Begin next series 	<ul style="list-style-type: none"> Prepare to break 4-7s into 4-5 and 6-7 	<ul style="list-style-type: none"> Newcomers class New groups started

W'd value further interaction!

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