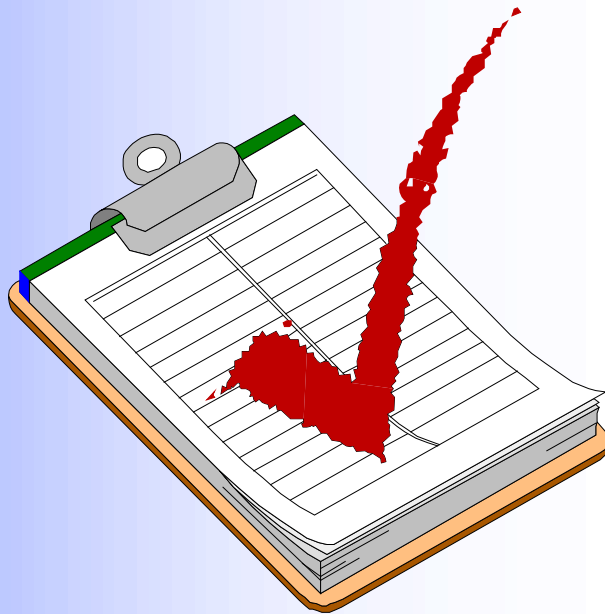


A Check List
For
Church Planters



What to do and when to do it

Roger N. McNamara



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Church planting is a divine/human partnership. While God certainly could raise up churches without any human instrumentality, he has chosen to work through human beings such as you and I to bring into existence assemblies of believers where none existed before.

It is God who places in the hearts of individuals the insatiable desire to share the gospel with those who have no relationship with him, win them to faith in Christ, disciple them to maturity, and then form them into local congregations of believers. God imparts a vision of what can and must be, and having equipped that person with the gifts, skills, and talents to achieve the objective, thrusts him out into the harvest fields.

But man also plays a vital role in the church-planting process. He is the instrument God uses to accomplish his purpose. He must do his part to facilitate the development of the new church. If he fails to implement the many steps in the church-planting cycle or if he does them only half-heartedly, the result will be a premature birth or a deformed body of believers that will struggle to survive with little impact on the community around them.

While it is true that God can overcome all of our faults and failures, reality tells us that success or failure is often determined in the early stages of development. A poor beginning almost always results in a poor outcome whereas a healthy start frequently produces a vibrant band of believers.

There are five stages in the church-planting cycle: conception, prenatal, birth and infancy, adolescence, and maturity and reproduction. There are multiple items that must be cared for in each phase of development. Too often, church planters either don't know what to do or minimize the importance of doing them. The sad results litter the landscape.

The following check list covers the first three phases of development leading up to the first public services of the new church. Some can be accomplished quite easily. Others will require considerable time and work, but each is conducive to developing a healthy church. The items are not necessarily in sequential order although you will not be able to do some of them until others have been completed. In some cases, you can work on items from different phases at the same time. The order in which they are done is not nearly as important as the fact that you do them.

Check off each item as you finish it and record the date when it was completed. It will take between nine and eighteen months to work through all the items in the list, so start early rather than waiting until you are almost ready to start holding public services.

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10-06

Church Planting Check List



Conception Phase (3-4 months)

The following is a list of things that needs to be done during the Conception Phase of church planting. The items are generally in sequential order although some items may be accomplished at any time during this phase. Check off each item as it is completed and record the date it was accomplished.

- | | Date Completed |
|---|---|
| <input type="checkbox"/> Do a thorough study of the biblical foundation of the church | _____ |
| <input type="checkbox"/> List the main characteristics and functions of a New Testament church | _____ |
| <input type="checkbox"/> Write a clear definition of the word "church" | _____ |
| <input type="checkbox"/> Describe the Pauline model of church planting as you understand it | _____ |
| <input type="checkbox"/> Write a 2 page description of the kind of church you plan to plant and list its major characteristics | _____ |
| <input type="checkbox"/> Which design model (style) do you plan to use in planting the church? Explain why? | _____ |
| <input type="checkbox"/> Soul winning (emphasis on evangelism) | <input type="checkbox"/> Cell Group |
| <input type="checkbox"/> Experiencing God (emphasis on worship) | <input type="checkbox"/> House Church |
| <input type="checkbox"/> Family Oriented (emphasis on fellowship) | <input type="checkbox"/> Multi-Cultural |
| <input type="checkbox"/> Bible Classroom (emphasis on teaching) | <input type="checkbox"/> Multi-Location |
| <input type="checkbox"/> Social Conscience (emphasis on ministry) | |
| <input type="checkbox"/> Purpose Driven (emphasis on all the above) | |
| <input type="checkbox"/> Develop a single page explaining why you will or will not use a denominational label | _____ |
| <input type="checkbox"/> List the gifts, qualities, and characteristics you possess that qualify you to be a church planter | _____ |
| <input type="checkbox"/> List your strengths and weaknesses | _____ |
| <input type="checkbox"/> Set up an accountability structure with someone who will ask you the tough questions | _____ |
| <input type="checkbox"/> Choose a church-planting mentor | _____ |
| <input type="checkbox"/> Enlist 3-5 pastoral advisors | _____ |
| <input type="checkbox"/> Develop a written Purpose Statement that explains why this church exists | _____ |
| <input type="checkbox"/> Develop a written set of Core Values that explains what is important to this church | _____ |
| <input type="checkbox"/> Develop a written Mission Statement that explains what this church is to be doing | _____ |
| <input type="checkbox"/> Write a short paper explaining how you will keep the competing Mission factors in balance | _____ |
| <input type="checkbox"/> Develop a written Vision Statement that explains the church's future as it can and must be | _____ |
| <input type="checkbox"/> Develop a Strategy Statement that explains how you will achieve your Mission goals | _____ |
| <input type="checkbox"/> Develop a Ministry Flow Chart that graphically illustrates your strategy | _____ |
| <input type="checkbox"/> Develop a Memory Hook that explains your overall philosophy of ministry | _____ |
| <input type="checkbox"/> Make a list of every role, job, and responsibility that needs to be done in a church-planting ministry | _____ |
| <input type="checkbox"/> Develop a written job description for each role or ministry assignment you listed above including a description of the job, the duties involved, to whom the person will be responsible, the qualifications required, the training that will be made available, and the length of the assignment | _____ |
| <input type="checkbox"/> Make a check list of the qualifications or characteristics you want team members to possess | _____ |
| <input type="checkbox"/> Develop a list of sponsors who will back your church-planting efforts with financial assistance | _____ |



Date Completed

- List the names of at least 15 other people who have committed to being your Prayer Partners for this project _____
- Develop a timeline for each item contained in this check list _____
- Determine which of the following models of church planting you will use (see chapter 6) and list 7 reasons for your choice _____
- | | |
|---|--|
| <input type="checkbox"/> Independent Pioneer | <input type="checkbox"/> Multicampus |
| <input type="checkbox"/> Founding Pastor | <input type="checkbox"/> Satellite Model |
| <input type="checkbox"/> Bivocational Planter | <input type="checkbox"/> Missionary Church Planter |
| <input type="checkbox"/> Mother-Daughter | <input type="checkbox"/> Team Ministry |
| <input type="checkbox"/> Colonization | <input type="checkbox"/> Partnership Church Planting |
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Associational or Denominational |
| <input type="checkbox"/> Church Split | <input type="checkbox"/> Regional Church Planting |
| <input type="checkbox"/> Muticongregational | <input type="checkbox"/> Other |

Church Planting Check List



Prenatal Phase (6-9 months)

The following is a list of things that needs to be done during the Prenatal Phase of church planting. The items are generally in sequential order although some items may be accomplished at any time during this phase. Check off each item as it is completed and record the date it was accomplished.

Date Completed

Step #1 - Determining the Target Area

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Select a potential target area (geographic study) | _____ |
| <input type="checkbox"/> | Locate on a map all industrial and residential areas, shopping malls and commercial districts, and any elements that divide the region such as railroads, major highways, rivers, parks, lakes, canyons and mountains | _____ |
| <input type="checkbox"/> | Identify any new subdivisions and suburban developments, and ethnic concentrations | _____ |
| <input type="checkbox"/> | Do a thorough demographic survey of the target area (demographic study) | _____ |
| <input type="checkbox"/> | Gather statistical information on the target area by visiting: | _____ |
| | <input type="checkbox"/> City Planning Commission | |
| | <input type="checkbox"/> County Planning Commission | |
| | <input type="checkbox"/> Chamber of Commerce | |
| | <input type="checkbox"/> Tourist Bureau | |
| | <input type="checkbox"/> City and County Web Sites | |
| <input type="checkbox"/> | Give statistical information showing past, present, and projected population trends | _____ |
| <input type="checkbox"/> | What ethnic, cultural, linguistic, economic, and educational groups are identifiable in the target area? | _____ |
| <input type="checkbox"/> | List the shared values and lifestyles of the target area (psychographic study) | _____ |
| <input type="checkbox"/> | Take a "windshield" tour of the area under consideration noting housing patterns, land use design, educational facilities, recreational areas, churches, and service organizations | _____ |
| <input type="checkbox"/> | Develop a Community Profile to the typical person you plan to reach | _____ |
| <input type="checkbox"/> | Develop a religious profile of the focus community and list all the different churches according to denomination and their average Sunday morning attendance (ekklegraphic study) | _____ |
| <input type="checkbox"/> | Develop a list of all the fundamental, evangelical, and Baptist churches in the target city giving the address, phone number, name of the pastor, date of origin, average A.M. attendance, style of music, web site, and state whether the church is growing, static or declining | _____ |
| <input type="checkbox"/> | Plot each church on a city/county map to show their geographical proximity to each other | _____ |
| <input type="checkbox"/> | List the names of other people and/or area pastors who agree that there is a genuine "need" for a new church in your target area | _____ |
| <input type="checkbox"/> | Make a list of all the factors that indicate a church plant will succeed in the target area | _____ |



Date Completed

- Make a list of all the factors that indicate a church plant will not succeed in the target area. Explain your plan to overcome these factors _____
- Write a 2-page feasibility paper demonstrating why a new church plant should be undertaken in the target area _____
- Complete the Church-Planting City Survey form _____
- Submit the Church-Planting City Survey form and area map to your mission agency or sponsoring agent _____
- Develop a more detailed church-planting proposal in narrative form for potential supporters showing the total project and overall objectives _____

Step #2 - Things to do BEFORE Moving to the Target Area

- Establish a list of goals relating to attendance, finances, leadership training, program development, and property acquisition, and include a projected time frame for the accomplishment of each one. (Goals should be specific, measurable, attainable, and time related) _____
- Plan the church calendar for the six months following your 1st public service _____
- Prepare a sermon schedule (list of subjects to be covered & dates to be preached) for the 1st six months _____
- Prepare (outline) the 26 morning messages you will preach during the 1st six months _____
- Prepare (outline) the 26 evening or cell group studies you will conduct in the 1st six months _____
- Prepare (outline) the 26 mid-week Bible studies you will teach in the 1st six months _____
- Do an in-depth study of the biblical office and roles of pastors and deacons _____
- Develop (obtain) the deacon-training materials that will be used to train these servant leaders _____
- Prepare all the lessons for the new believers classes you will conduct _____
- Prepare all the lessons for the new member classes you will teach _____
- Prepare a membership application form _____
- Prepare a membership covenant for new members to sign _____
- Prepare and print the various forms you will use _____

- Order of Service Planning sheet
- Tally Sheet
- Weekly Attendance & Financial Record
- Bank Reconciliation form
- "We're Glad You Came" card for the Visitor's Packet
- An Invitation Response Card
- "How Are We Doing" Evaluation Card
- A First Impression Card
- Stewardship Card



Date Completed

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Develop the church's Charter document | _____ |
| <input type="checkbox"/> | Develop the church's Doctrinal Statement | _____ |
| <input type="checkbox"/> | Develop the church's Covenant | _____ |
| <input type="checkbox"/> | Develop the church's Constitution | _____ |
| <input type="checkbox"/> | Secure a copy of the BMM church-planting agreement | _____ |
| <input type="checkbox"/> | Develop a Policy and Procedures manual detailing how the church will deal with various issues such as disciplinary procedures, hiring and termination guidelines, job descriptions, music guidelines, conflict resolution procedures, performance evaluations, travel policies, mission policies, training provisions, auditing practices, building and equipment usage, weddings, etc. | _____ |
| <input type="checkbox"/> | Develop written policies to govern the recruitment, screening, training and supervision of workers | _____ |
| <input type="checkbox"/> | Develop written child abuse policy and screening programs | _____ |
| <input type="checkbox"/> | Develop your discipleship philosophy (Why? How? When?) | _____ |
| <input type="checkbox"/> | Develop instructor and student manuals for your discipleship ministry | _____ |
| <input type="checkbox"/> | Prepare the PowerPoint presentations to go with each lesson | _____ |
| <input type="checkbox"/> | Develop written leadership standards | _____ |
| <input type="checkbox"/> | Develop leadership training materials | _____ |
| <input type="checkbox"/> | Pray that God will give you leaders with teachable spirits and servant hearts | _____ |
| <input type="checkbox"/> | Ask God repeatedly to help you identify potential leaders | _____ |
| <input type="checkbox"/> | Design an attractive visitation brochure | _____ |
| <input type="checkbox"/> | Develop four form "thank you" letters for 1 st , 2 nd , 3 rd , and 4 th time visitors | _____ |
| <input type="checkbox"/> | Develop a six-month survival budget | _____ |
| <input type="checkbox"/> | Raise adequate monthly support or locate an alternate funding source to enable you to live in the target area | _____ |
| <input type="checkbox"/> | Raise \$5,000 - \$10,000 in start up funds | _____ |
| <input type="checkbox"/> | Apply for a church-planting grant from the GARBC | _____ |
| <input type="checkbox"/> | Contact the regional (state) fundamental Baptist fellowship and request prayer and financial support | _____ |
| <input type="checkbox"/> | Purchase a single entry bookkeeping system | _____ |
| <input type="checkbox"/> | Obtain church software for attendance, membership and financial records | _____ |
| <input type="checkbox"/> | Purchase boxed offering envelopes | _____ |
| <input type="checkbox"/> | Establish a written policy concerning designated giving | _____ |
| <input type="checkbox"/> | Develop the financial guidelines for money counters, the treasurer, and the financial secretary | _____ |
| <input type="checkbox"/> | Develop the financial guidelines relating to missions, benevolence, and the building fund | _____ |
| <input type="checkbox"/> | Develop stewardship materials for your 1 st annual stewardship program | _____ |
| <input type="checkbox"/> | Do a thorough study of "worship" in the Bible and write a one-page explanation of biblical worship | _____ |
| <input type="checkbox"/> | Select the worship style you will use in public services | _____ |
| <input type="checkbox"/> | Develop a worship plan that reflects your vision, values, mission, and ministry focus | _____ |
| <input type="checkbox"/> | Develop a worship evaluation questionnaire that selected individuals can complete during the worship service | _____ |
| <input type="checkbox"/> | Purchase several pre-service recorded music CDs | _____ |



Date Completed

- Develop multiple music slides using PowerPoint _____
- Secure a copyright licensing agreement from Christian Copyright Licensing, Inc. (www.ccli.com) _____
- Secure the office equipment you will need _____
- | | | |
|---|--|--|
| <input type="checkbox"/> Computer | <input type="checkbox"/> Digital Piano | <input type="checkbox"/> Pulpit |
| <input type="checkbox"/> Laser Printer | <input type="checkbox"/> Song Books | <input type="checkbox"/> Communion Table |
| <input type="checkbox"/> Photocopier | <input type="checkbox"/> White Board | <input type="checkbox"/> Communion Set |
| <input type="checkbox"/> Video Projector | <input type="checkbox"/> Paper Cutter | <input type="checkbox"/> Offering Plates |
| <input type="checkbox"/> Sound Equipment | <input type="checkbox"/> Multi-hole Punch | <input type="checkbox"/> Nursery Equipment |
| <input type="checkbox"/> Taping equipment | <input type="checkbox"/> Paper Folder | <input type="checkbox"/> Answering Machine |
| <input type="checkbox"/> Tape Duplicator | <input type="checkbox"/> CD Player | <input type="checkbox"/> Adding Machine |
| <input type="checkbox"/> Desk and Chair | <input type="checkbox"/> Blank Audio Tapes | |
| <input type="checkbox"/> Filing Cabinet | <input type="checkbox"/> Blank CDs | |
- Purchase 5,000 - 10,000 gospel tracts _____
- Purchase 500 - 1,000 visitor packets and develop the contents _____
- Secure several hundred devotional study booklets from Radio Bible Class _____
- Secure at least 100 "Won by One" Bible study courses for evangelistic Bible studies _____
- Have several promotional pictures of yourself and your family made (colored as well as b&w) _____
- Contact the Chamber of Commerce and request that the new church's name be added to their list of churches _____
- Set a target date for moving to the target area _____
- Locate housing in the target area _____
- Place your home on the market for sale _____
- Begin packing your household goods _____
- Reserve a moving van _____
- Notify various utilities when to terminate their services _____
- Obtain school and medical records to take with you _____

Step #3 - Things to do AFTER Arriving in the Target Community

- Take several weeks to get settled in your new community (6-8 weeks) _____
- | | |
|---|---|
| <input type="checkbox"/> Hook up utilities | <input type="checkbox"/> Familiarize yourself with the community |
| <input type="checkbox"/> Unpack and set up your home & office | <input type="checkbox"/> Enroll the children in school |
| <input type="checkbox"/> Obtain a valid driver's license | <input type="checkbox"/> Subscribe to the local newspaper |
| <input type="checkbox"/> Obtain proper vehicle tags | <input type="checkbox"/> Notify the Post Office to begin mail service |
| <input type="checkbox"/> Request the phone company to include the word "pastor" or "reverend" with you name in the phone book | |



Date Completed

- Choose a name for the new church _____
- Get a mailing address for the church _____
- Obtain a Federal Employer's Identification Number (FEIN) using IRS Form 22-4 _____
- Establish checking and savings accounts for the church using the FEIN number _____
- Establish your personal checking and savings accounts _____
- Locate and rent a suitable meeting place _____
- Secure inside and outside signs and banners _____

- | | |
|---|--|
| <input type="checkbox"/> Church name & service times sign | <input type="checkbox"/> Nursery sign |
| <input type="checkbox"/> Entrance signs | <input type="checkbox"/> Children's class signs |
| <input type="checkbox"/> Welcome sign | <input type="checkbox"/> Worship Center signs (auditorium) |
| <input type="checkbox"/> Hospitality Desk sign | <input type="checkbox"/> Restroom signs |
| <input type="checkbox"/> Directional signs | <input type="checkbox"/> Refreshment signs |

- Design a church logo _____
- Develop a church slogan _____
- Design and print 2,500 matching church letterheads, envelopes and business cards _____
- Set the date for your first service (Is this a naturally high attendance day? Can everything be accomplished between now and then?) _____
- Set a tentative target date for graduation (becoming fully self-supporting) _____
- Set a tentative target date for launching your 1st daughter church _____
- Print a church brochure for visitation purposes (2,500 - 10,000) _____
- Introduce yourself to community leaders _____

- | | |
|--|--|
| <input type="checkbox"/> Mayor | <input type="checkbox"/> Newspaper Editors |
| <input type="checkbox"/> Councilmen | <input type="checkbox"/> Radio & Television Managers |
| <input type="checkbox"/> Bankers | <input type="checkbox"/> School Board Presidents |
| <input type="checkbox"/> Planning & Zoning directors | <input type="checkbox"/> School Principals |
| <input type="checkbox"/> Business Leaders | <input type="checkbox"/> Doctors |
| <input type="checkbox"/> Realtors | <input type="checkbox"/> Lawyers |
| <input type="checkbox"/> Area Pastors | |

- Put the finishing touches on your visitor's packet and assemble three times as many as you plan to have in your 1st service _____
- Order children's church and Sunday School materials from Gospel Literature Services (GLS) _____
- Design and print the flyers, door hangers, and engraved invitations you will use to blitz the target area _____
- Sign up for a church bulletin service and order enough bulletins for the 1st three months of public services _____



Date Completed _____

Step #4 - Gathering a Core Group

- [] Make pursuing people with a passion a priority both now and in the future _____
 - [] Make courtesy calls on government, business, educational, and religious leaders _____
 - [] Recruit from your home church and supporting churches _____
 - [] Ask for referrals from other churches _____
 - [] Advertise in newspapers, radio, and on the web _____
 - [] Secure a list of new residents from a utility company or commercial mail list company _____
 - [] Watch the newspaper for “special event” - people such as new parents, graduates, weddings, and deaths, and then mail them an appropriate card with a handwritten note _____
 - [] Bake cookies for new residents and welcome them to the community _____
 - [] Teach ESL classes to ethnic groups (“English As a Second Language”) _____
 - [] Conduct a community survey _____
 - [] Visit every day for at least four weeks (6 hours a day) _____
 - [] Host week get-acquainted meetings for prospects _____
 - [] Begin community pre-evangelism and outreach events _____
- | | |
|---------------------------------------|--|
| [] Door-to-door Surveys | [] Community Picnic or Cook out |
| [] Mass Mailings | [] Street parties |
| [] The Phones for You | [] Community Craft Fairs |
| [] Evangelist Bible Studies | [] Concert in the Park |
| [] Marriage Seminar | [] Capture the Flag Event |
| [] Financial Planning Seminar | [] Karate or Weight Lifting Demonstration |
| [] Pig Roast | [] Golf Tournament |
| [] Conduct “Acts of Kindness” events | |
- [] Build a mailing list of interested people using both e-mail and snail mail _____
 - [] “Farm” your prospect list by contacting each person once a month via phone or with a newsletter _____
 - [] Develop the core group into a cohesive, unified Body of believers _____
- | | |
|---|---|
| [] Share the church’s purpose, mission and vision statements | [] Teach basic Bible doctrine |
| [] Teach your philosophy of ministry | [] Teach the ordinances & their meaning |
| [] Emphasize the church’s core values | [] Teach Ephesians 4:11,12 |
| [] Teach on the local church | [] Seek to develop servant hearts |
| [] Teach people the sufficiency of Scripture | [] Teach Baptist polity and distinctives |
| [] Teach the Four Rules of Communication | [] Teach people how to view & handle problems biblically |
| | [] Teach people how to confess and forgive biblically |

Church Planting Check List



Birth Phase (1-2 months)

The following is a list of things that needs to be done during the Birth Phase of church planting. The items are generally in sequential order although some items may be accomplished at any time during this phase. Check off each item as it is completed and record the date it was accomplished.

Date Completed

Step # 1 - Questions to ask before holding your 1st public service

- Has the core group reached its “critical mass” yet? (“Critical mass” is the number of committed core group members and workers to successfully host the 1st service and to create momentum. This number is usually about 10% of the projected size of the future church.) _____
- Are there enough people to fill all the ministry slots? _____
- Have you chosen a naturally high attendance day? _____
- Have you trained your launch team? _____
- Have you obtained liability insurance in case of an accident (including sexual abuse coverage)? _____
- If you own or are renting your own facility . . . _____
 - Have you mowed the lawn, trimmed the hedges, and picked up the trash?
 - Have you renovated and painted the building inside and outside?
 - Have you installed new carpeting?
 - Do you have adequate lighting?
 - Is the temperature comfortable in the building?
 - Do you have age appropriate furniture in the nursery and classrooms?
 - Are the bathrooms clean, bright, and fresh smelling?

Step #2 - 3-4 weeks prior to the 1st public service

- Plan your 1st worship service in detail _____
 - Is it geared to your target audience? Is it positive and encouraging?
 - Does it use joyful, celebrative music? Is the Word of God central?
 - Is it built around a theme? Does it emphasize quality?
- Deliver news releases and public service announcements 2-3 weeks prior to the 1st service _____
 - Local Newspapers
 - Radio Stations
 - Television Stations



Date Completed

- Blitz the target area with flyers, door hangers, and engraved invitations _____
- Train a launch team for the 1st service _____
 - Setup and Tear Down Teams
 - Worship leader (song leader)
 - Musicians and Singers
 - Welcome Center Hostess
 - Guest Follow-up Person
 - Small Group Leaders
 - Ushers and Greeters
 - Nursery & Children’s Workers
 - Financial Counters
 - Sound System Operators
 - Fellowship Leader (refreshment coordinator)
- Conduct background checks and sexual abuse prevention screenings of everyone who will work with children _____
- Prepare a quality children’s ministry (Sunday School and/or Children’s Church) _____
- Prepare a map of the building you will use showing the location of entrances, welcome center, nursery, classrooms, worship center (auditorium) and restrooms. (Insert this map in the worship bulletin) _____
- Invite key community leaders to the 1st service _____

Step # 3 - One week prior to the 1st public service

- Hold a rehearsal service at the same location that will be used for the 1st public service _____
 - Be sure all the people are present who will be needed for the 1st service
 - Conduct each part of the service exactly as it will be done in the 1st service
 - Time each event and then evaluate what changes are needed
 - Make the needed changes and then rehearse the entire service two or three more times until it runs smoothly
- Print a first-class bulletin or worship folder _____
- Arrange for coffee and refreshments (fellowship leader) _____
- Prepare blank name tags _____
- Recruit as many people as possible to participate in a final community blitz on the coming Saturday _____
- Make prayer a high priority for the week - bathe everything in prayer _____

Step # 4 - One day prior to the 1st public service

- 8:30 a.m. - Meet with you visitation team for prayer and area assignments _____
- 9:00 a.m. to 5:00 p.m. - Blitz the target community with personal and engraved invitations to the opening Celebration service _____
- 7:00 p.m. - Host a season of prayer for the Lord’s blessing on the events of the next day _____



Date Completed

- Go to bed early so you are well rested for Celebration Sunday _____

Step # 5 - The BIG DAY - 1st Public Service

- Setup and launch teams should arrive 1-2 hours early _____
- The worship team should run through all their music _____
- Greeters, ushers and workers should be in their places thirty minutes before the start of the service _____
- Have joyful, uplifting prerecorded instrumental music playing half an hour early _____
- Greet visitors warmly as they enter, give them a welcome packet, and give them a nametag _____
- Show people where to go - never leave them sitting by themselves _____
- Start the service ON TIME _____
- Minimize announcements and keep the service moving _____
- Avoid an emphasis on money _____
- Keep the message brief and relevant _____
- Give people an opportunity to respond _____

Step # 6 - Evaluate your 1st Public Service

- Meet with key team leaders to evaluate your 1st public service _____
- Evaluate the service itself _____
 - Did the equipment and people arrive on time?
 - Did the set up and tear down go smoothly?
 - What equipment wasn't needed?
 - What equipment should you have had, but didn't?
 - Were there problems in running the sound system?
 - Were the musicians in place on time?
 - Was the music well rehearsed and well performed?
 - Did the music and pace of the service flow smoothly?
 - What bottlenecks occurred?
 - Was there too much or too little music?
 - Does there need to be more or less congregational singing?
 - Were all the words visible on the screen during congregational singing?
 - Were there 'dead spots'?
 - Was the service built around a common theme? Was it apparent?
 - Were guests able to follow the order of worship?
 - What did the worship service convey to persons who did not grow up in church?
 - Was the message too long or too short?
 - Was it relevant to those who attended?
 - What problems arose in the children's ministries?



Date Completed _____

- Were the restrooms clean, well-lit, and good smelling?
- What did we overlook?
- What needs to be improved next week?

Evaluate the service spiritually _____

- Was God honored in the service? If yes, how so? If not, why not?
- Was there a spirit of worship in the service?
- Was the attention of the audience focused on Christ or on those ministering?
- Was the presence of God's Spirit evident in the service? How so?
- Were people saved?
- Do the response cards indicate significant decisions were made in other areas of people's lives?
- Were people helped, uplifted, challenged or encouraged by the service? How do you know?
- Did people speak about the blessing the service was to them?
- How can we improve the spiritual quality of the service next week?

Evaluate the service financially _____

- How much did the service cost?
- How much was received in the offering?
- Did you meet your survival budget?
- What was the per capita giving ratio?
- Was the offering received quickly?
- Was there too much emphasis on money?
- Was the offering counted, recorded, and deposited promptly?
- What changes need to be made?

Evaluate the service numerically _____

- How many people were you expecting in the first service?
- How many actually showed up?
- How many of these came as a result of the advertising blitz?
- How many of those who came were first-time visitors, but were not part of the core group?
- What was the age breakdown of those who attended?
- What was the racial makeup of the congregation?
- How many fit into the target group?
- How many are unchurched?
- How many came from other churches?
- Was there a good cross-section of the community?
- How many indicated on their response cards that they would like a visit or that they want to know more about the church?



Date Completed

- [] Evaluate the service in relation to the number of workers compared to the number of people present _____

 - [] Were there enough greeters and ushers?
 - [] Did you have adequate staff in the nursery and children’s ministries?
 - [] Were there enough people on the setup and tear down teams?
 - [] Were more people needed on the worship team?

- [] Send out “thank you” letters to everyone who attended the 1st public service _____
- [] Enclose a self-addressed, stamped evaluation card in each “thank you” letter _____
- [] Start visiting in preparation for next week’s service _____
- [] Begin follow-up classes immediately _____
- [] Begin mid-week Bible study and prayer service within 4 weeks _____
- [] Begin Sunday School and other children’s ministry only when you have adequate staff to run the programs _____

