



CHURCH PLANTER'S CHECKLIST

PREPARING FOR DEPUTATION		Notations
	Deputation Materials	
<input type="checkbox"/>	Website	
<input type="checkbox"/>	Prayer Cards	
<input type="checkbox"/>	Support Video	
<input type="checkbox"/>	Informational Brochures	
<input type="checkbox"/>	Stationery	
<input type="checkbox"/>	Table Display	
	Deputation Meetings	
<input type="checkbox"/>	Deputation Contact Database	
<input type="checkbox"/>	Support Letters	
<input type="checkbox"/>	Recommendations Letters	
<input type="checkbox"/>	Ministry Update Letters	
<input type="checkbox"/>	Deputation Calls	
<input type="checkbox"/>	Deputation Calendar	
<input type="checkbox"/>	Deputation Messages	
PREPARING FOR THE GRAND OPENING		
	Promotions	
<input type="checkbox"/>	Church Tracts and Brochures	
<input type="checkbox"/>	Church Website	
<input type="checkbox"/>	Newspaper Ads	
<input type="checkbox"/>	Newspaper Articles/Press Release	
<input type="checkbox"/>	Newspaper Advertisements	
<input type="checkbox"/>	Phone Number Database	
<input type="checkbox"/>	Yellow Page Ad	
<input type="checkbox"/>	Signs and Banners	
<input type="checkbox"/>	Radio and Public TV Announcements	
<input type="checkbox"/>	Contact Local Officials	
	Publications	
<input type="checkbox"/>	Bulletins	
<input type="checkbox"/>	Offering Envelopes	
<input type="checkbox"/>	Stationery and Logo	

<input type="checkbox"/>	Business Cards	
<input type="checkbox"/>	Visitor Cards	
<input type="checkbox"/>	Decision Cards	
<input type="checkbox"/>	Baptism and Discipleship Certificates	
<input type="checkbox"/>	Visitor Packets	
<input type="checkbox"/>	Order of Services	
<input type="checkbox"/>	Template Letters	
<input type="checkbox"/>	Platform Backdrop	
<input type="checkbox"/>	Yearly Calendar	
<input type="checkbox"/>	Media Screens	
<input type="checkbox"/>	Ministry Postcards	
	Personnel	
<input type="checkbox"/>	Ushers and Greeters	
<input type="checkbox"/>	Pianist or Piano Music CDs	
<input type="checkbox"/>	Special Music	
<input type="checkbox"/>	Children's Workers	
<input type="checkbox"/>	Set-up/Tear-Down Crew	
<input type="checkbox"/>	Photographer	
<input type="checkbox"/>	Refreshment Coordinator	
	Projects	
<input type="checkbox"/>	Secure Location	
<input type="checkbox"/>	Secure Pulpit and Platform	
<input type="checkbox"/>	Secure Chairs	
<input type="checkbox"/>	Secure Piano	
<input type="checkbox"/>	Secure Offering Plates and Communion Set	
<input type="checkbox"/>	Secure Sound and Media Equipment	
<input type="checkbox"/>	Secure Hymnals	
<input type="checkbox"/>	Secure Sunday School Curriculum	
<input type="checkbox"/>	Secure Pew Bibles	
<input type="checkbox"/>	Visitor Welcome Table	
<input type="checkbox"/>	Create Church Information Video	
<input type="checkbox"/>	Secure Refreshments	
PREPARING FOR THE FIRST YEAR		
	Church Documents	
<input type="checkbox"/>	Church Constitution Created	
<input type="checkbox"/>	Church Doctrinal Statement Created	
<input type="checkbox"/>	Church Bi-laws Created	
<input type="checkbox"/>	Administration Policies	

	Church Legalities	
<input type="checkbox"/>	Incorporation Registration	
<input type="checkbox"/>	Employment ID numbers	
<input type="checkbox"/>	DBA - Doing Business As	
<input type="checkbox"/>	Tax Exempt Status	
<input type="checkbox"/>	Sales Tax Exception - <i>not applicable in some states</i>	
	Church Administration	
<input type="checkbox"/>	Checking Account Secured	
<input type="checkbox"/>	Payroll Setup w/ Quickbooks	
<input type="checkbox"/>	CPA and Bookkeeping Services	
<input type="checkbox"/>	P.O. Box Secured	
<input type="checkbox"/>	Church Phone Line & Number Secured	
<input type="checkbox"/>	Contact Database	
<input type="checkbox"/>	Bulk Mail Permit	
<input type="checkbox"/>	Church Charter	
	Church Calendars	
<input type="checkbox"/>	Church Activity Calendar	
<input type="checkbox"/>	Preaching Calendar & Sermons	
<input type="checkbox"/>	Administrative Calendar	
	Church Budgets	
<input type="checkbox"/>	Personal Family Budget	
<input type="checkbox"/>	Church Ministry Budget	

