



MICRO-CHURCH STARTUP CHECKLIST

DISCOVERY			
X	Item	Description	% Complete
	The Micro-Church Revolution!	Read the book for a complete overview of the process.	
		Get access to Micro-Church Toolbox 2.0 at micro-churchrevolution.com .	
	Preliminary Feasibility	Evaluate other church formats and weigh the viability of each.	
		Pray for guidance on the decision to start a micro-church.	
		Determine if starting a micro-church appears feasible.	
		Make decision to move forward with the discovery phase.	
	Core Member Identification	Identify, evaluate, and select micro-church core members and backups.	
		Obtain commitments from the core members.	
		Complete the <i>Startup Team Assessment Worksheet – Tool 5.</i>	
		Identify the qualifications needed for key member roles.	
		Match qualifications to selected core members and identify missing skills.	
		Find solutions for obtaining the needed skills.	
	Spiritual Guidance	Schedule regular meetings with the core members.	
		Complete the <i>Spiritual Guidance Worksheet – Tool 6.</i>	
		Identify spiritual guidance approaches to be used and seek God’s guidance.	
		Evaluate revelations received by the group.	
		Make the decision to move forward with starting the micro-church.	
	Preliminary Design	Complete the <i>Common Feature Worksheet – Tool 2.</i>	
		Identify key design features to be incorporated into the micro-church.	
		Single out problematic design features to be avoided.	
	Issue Identification	Identify potential issues with starting the micro-church.	
		Find potential solutions for each of these issues.	
		Select the best solution and incorporate it into the design of the church.	

MISSION FOCUS			
X	Item	Description	% Complete
	Target Population Designation	Complete the <i>Mission Worksheet – Tool 7</i>	
		Determine the main focus of the mission and who will be served.	
		Identify the overall needs of the target population.	
		Select the demographic characteristics of the population.	
		Identify specific issues this population faces and the potential solutions.	
	Need Identification	Determine the specific need(s) to be addressed for this population.	
		Identify similar services being provided by other organizations in the area.	
		List the specific services the micro-church will be providing.	

	Delivery Method Determination	Complete the <i>Mission Delivery Method Worksheet – Tool 35.</i>	
		Determine how the mission services will be delivered.	
		Identify what partners will be required to carry out the mission.	
x	Item	Description	% Complete
	Target Population Engagement	Determine how the micro-church will engage the target population.	
		Describe any follow-up services to be provided to the target population.	
		Determine how the target population will be disciplined.	
		Identify the area of influence the mission will be operated in.	

MEMBERSHIP			
X	Item	Description	% Complete
	Target Member Profile	Identify core member demographic characteristics.	
		Choose the demographic characteristics to be targeted by the micro-church.	
		Complete the <i>Target Member Profile Worksheet – Tool 17.</i>	
		Write the Target Member Identification Statement.	
		Establish criteria for monitoring and making changes to the profile.	
	Target Membership Range	Complete the <i>Venue Analysis Worksheet – Tool 21.</i>	
		Complete the <i>Capacity Worksheet – Tool 36.</i>	
		Determine the maximum capacity of the selected venue.	
		Determine the minimum members needed to undertake the mission.	
		Establish the target membership range.	
		Determine action levels for recruiting new members and planting a church.	

MISSION CAPACITY REQUIREMENTS			
X	Item	Description	% Complete
	Capacity Determination	Quantify the total human resources available from the <i>Capacity Worksheet.</i>	
		Determine the capacity needs for the planned mission.	
		Calculate the surplus or deficit of the human resources available.	
		List additional human resource needs.	
	Volunteer Utilization	Determine if outside volunteers will be needed and how they will be used.	
		Complete the <i>Volunteer Utilization Worksheet – Tool 33.</i>	
		Identify potential sources of volunteers for the mission.	
		Create and maintain a list of potential volunteers.	
		Determine how the volunteers will be managed once they are identified.	

PURPOSE			
X	Item	Description	% Complete
	Purpose Definition	Define the purpose of the micro-church and the mission.	
		Identify the calling of the core members and the micro-church.	
		Integrate these callings into the mission.	
		Identify and describe the overall goals of the micro-church and mission.	
		Organize the goals into manageable objectives.	
		Complete <i>Goal Worksheets – Tool 10</i> for each of the goals identified.	

	Purpose Statement	Complete the <i>Purpose Statement Worksheet – Tool 8.</i>	
		Create and adopt a purpose statement for the micro-church and mission.	
		Monitor the progress towards achieving the objectives of this purpose.	

CORE BELIEFS			
X	Item	Description	% Complete
	Belief Identification	Identify the existing beliefs that the current members have.	
		Pinpoint and eliminate misguided beliefs that members may have.	
		Establish foundational beliefs for the micro-church.	
		Select additional belief statement subjects for further study.	
		Perform an exhaustive study of each belief being considered.	
	Statement Creation	Complete the <i>Statement of Faith Worksheet – Tool 11.</i>	
		Create and adopt a unique Statement of Faith for the micro-church.	
		Identify a system for reviewing and modifying the statement over time.	

CHURCH VENUE			
X	Item	Description	% Complete
	Venue Identification	Identify potential sites for the micro-church.	
		Determine if a single or multiple site venue will be used by the church.	
		Narrow down the available sites to the best three venues.	
	Site Selection	Complete the <i>Venue Analysis Worksheet – Tool 21.</i>	
		Rank each site by overall suitability for the specific micro-church.	
		Select initial site(s) to be used by the micro-church.	
	Backup Determination	Evaluate and create a list of backup venues.	
		Select an emergency venue for short-notice changes.	
		Create a list of venues to be used for the planting of new micro-churches.	

WORSHIP SERVICE			
X	Item	Description	% Complete
	Service Design	Determine the main elements to be incorporated into the worship service.	
		Decide if the weekly meal will be a part of the service.	
		Isolate the tasks for each element to be used.	
		Assign responsibility for each element to specific members.	
		Outline how the elements will be arranged during the service.	
		Complete the <i>Worship Service Template – Tool 22.</i>	
	Communion Observance	Determine how often Communion will be observed.	
		Complete the <i>Communion Service Template – Tool 24.</i>	
		Determine how Communion will be integrated into the service.	
		Identify the specific elements that will be used for Communion.	
		Obtain the Communion element supplies.	

	Service Logistics	Select the worship service day and time.	
		Ensure venue has all the resources necessary to accommodate the service.	
		Schedule the venue for the first service.	
		Inform members of the date and time of the first service.	

WEEKLY MEAL			
X	Item	Description	% Complete
	Meal Planning	Determine when the weekly meal will be observed, if not after the service.	
		Select where the meal will be celebrated, if other than the service venue.	
		Determine the layout of the food service area.	
		Determine who will oversee the overall weekly meal planning process.	
		Assign general responsibilities to each member for the meal.	
		Customize the <i>Meal Planner Template – Tool 26.</i>	
		Assign individual tasks to each member using the meal planning checklist.	
		Use the <i>Meal Signup Sheet Template – Tool 27</i> to organize each meal.	
		Use the <i>Meal Planning Tip Sheet -Tool 28</i> to help plan the meals.	

MEMBER OUTREACH			
X	Item	Description	% Complete
	Outreach Planning	Complete the <i>Member Outreach Plan Template– Tool 13.</i>	
		Determine the overall outreach methods available to the micro-church.	
		Calculate membership needs <i>Target Member Range Worksheet – Tool 18.</i>	
		Evaluate persons previously identified for potential membership.	
		Determine what methods of outreach will be used for this recruitment.	
		Customize each outreach method for the specific recruitment.	
	Outreach Implementation	Implement the outreach plan and begin the recruitment process.	
		Monitor the results of the efforts undertaken.	
		Curtail outreach when outreach goal is within reach.	
		Determine how membership levels will be monitored going forward.	

COMMUNITY DEVELOPMENT			
X	Item	Description	% Complete
	Spiritual Leadership	Complete the <i>Spiritual Leadership Worksheet -Tool 20.</i>	
		Determine if leadership of the micro-church will be shared or single person.	
		Identify potential spiritual leaders from within or outside the micro-church.	
		List the minimum requirements for the spiritual leadership position.	
		Select the spiritual leader(s) to be used.	
		Fill in the Spiritual Leadership Implementation Checklist on the worksheet.	
		Create the Spiritual Leader Resource List on the worksheet.	
		Determine if additional training is needed for the spiritual leader(s).	

	Member Tasking	Complete the <i>Member Tasking Worksheet – Tool 19.</i>	
		Identify all of the tasks that need to be accomplished by the members.	
		Identify the main leadership roles.	
		Arrange the tasks into roles to be used by the micro-church and mission.	
		Evaluate each member’s talents and callings and where they fit best.	
		Assign role(s) for each member using the Role-Building sheet.	
		Establish accountability expectations for the members.	
	Trait Identification	Complete the <i>Community Traits Worksheet – Tool 12.</i>	
		Identify the traits the members will adopt as a community.	
		Incorporate these traits into the maturity plan for the micro-church.	
		Determine how the members will be encouraged to adopt the traits.	
		Obtain a commitment from all members to pursue the traits.	
		Create a system for promoting the traits and monitoring their usage.	
	Relationship Building	Identify the rituals and routines that will be used to build community.	
		Develop a safe haven environment where all members are accepted.	
		Establish a culture of giving within the micro-church.	
		Identify and promote outside activities for members and partners.	
		Identify small group activities to be implemented by the micro-church.	
		Cultivate relationships by encouraging one-on-one interactions.	

DISCIPLESHIP			
X	Item	Description	% Complete
	Disciple Development	Complete the <i>Spiritual Path Plan – Tool 15.</i>	
		Evaluate current maturity level of each member of the micro-church.	
		Identify the Christ-like qualities to be developed by the members.	
		Develop a comprehensive Bible study plan to complement the spiritual path.	
		Identify an individual Bible study plan for members to use.	
		Establish criteria that demonstrate the maturity level needed for disciples.	
	Discipleship Methods	Complete the <i>Discipleship Plan – Tool 16.</i>	
		Identify potential methods of discipleship to use by the micro-church.	
		Evaluate each method to be used to disciple unbelievers.	
		Determine how discipleship will be carried out by the church and mission.	

ADMINISTRATIVE			
X	Item	Description	% Complete
	Legal Structure	Review the <i>Legal Structure and Liability Worksheet – Tool 29.</i>	
		Make a preliminary determination about the legal structure to be used.	
		Determine what professional advice is needed to help make the decision.	
		Formalize the legal structure of the micro-church.	
		Identify ongoing requirements of the legal structure selected.	
		Monitor to ensure compliance of these requirements.	

	Liability Mitigation	Determine the potential liability associated with church/mission activities.	
		Identify the precautions needed to minimize the potential for legal action.	
		Take steps to minimize the potential for liability.	
	Decision Process	Review the <i>Decision Process Steps – Tool 30.</i>	
		Determine how decisions will be made by the micro-church.	
		Determine when the formal decision process is needed.	
		Customize the <i>Decision Process Worksheet – Tool 31.</i>	
		Document major decisions that are made for future use.	
	Troubleshooting Process	Review the <i>Troubleshooting Process Worksheet – Tool 43.</i>	
		Create a list of potential signs that issues may exist or are developing.	
		Assign member(s) to monitor activities and proactively identify issues.	
		Implement the troubleshooting process as needed when issues arise.	
	Record Retention	Complete the <i>Record Retention Worksheet – Tool 42.</i>	
		Determine what records need to be retained by the church and mission.	
		Create a record retention system to track stored records.	
		Implement a periodic record destruction process.	
	Member Profile	Review the <i>Member Profile – Tool 41.</i>	
		Complete a member profile for each member.	
		Develop a system to periodically update the profiles.	

GOALS			
X	Item	Description	% Complete
	Goal Identification	Identify the activities the micro-church will be undertaking.	
		Determine which activities will benefit from goal setting.	
		Complete the <i>Goal Summary List – Tool 9.</i>	
		List each goal in the appropriate category of the form.	
		Break each goal down into manageable objectives.	
		Update the list as new goals are set and established goals achieved.	
	Goal Defining	Complete a <i>Goal Worksheet – Tool 10</i> for each major goal.	
		Title and state the goal in a concise goal statement.	
		Insert the objectives listed on the Goal Summary List.	
		Set benchmarks for each objective and a deadline for achieving them.	
		Determine what the expected outcomes are for each goal.	
		Quantify each outcome using a quantity and measure.	
		Complete a goal analysis of each goal to ensure it is complete.	
		Identify potential obstacles and their solutions for each goal.	
	Progress Monitoring	Establish a goal evaluation plan to monitor the goals on an ongoing basis.	
		Develop a system to periodically review goals.	
		Determine the frequency of the monitoring activities.	
		Create a method for documenting each goal that is established.	

COMMUNICATION			
X	Item	Description	% Complete
	Mode Selection	Complete the <i>Communication Worksheet – Tool 14.</i>	
		Identify the communication modes that members currently use.	
		Investigate how potential partners communicate.	
		Pinpoint the most frequently used modes and how they are used.	
		Determine who needs to know what type of info, both internal and external.	
		Select the communication mix to be used by the micro-church.	
		Select member(s) to centrally coordinate communications.	
		Determine how each type of information will be communicated.	
		Create email lists and templates to be used for each type of communication.	
		Establish a communication archive system.	
	Social Media Launching	Determine what type of social media will be used by the micro-church.	
		Establish a social media strategy for the micro-church and mission.	
		Determine how and when each type of social media will be implemented.	
		Assign member(s) to oversee social media presence.	
	Website Creation	Determine if the micro-church or mission will create a website.	
		Identify what types of information will be presented on the website.	
		Design the website and create the content.	
		Obtain a domain name for the website.	
		Identify member(s) who will oversee creation and maintenance of website.	
		Determine who will build the site and what company will host the website.	
		Build and launch the website.	

MISSION RESOURCES			
X	Item	Description	% Complete
	Resource Identification	Complete the <i>Mission Resource Worksheet – Tool 32.</i>	
		Define the specific scope of the mission <i>Mission Worksheet – Tool 7.</i>	
		Finalize the specific services to be provided to the target population.	
		Calculate the annual physical resource requirements for the mission.	
		Select potential funding models available for the mission.	
		Determine the funding potential of each model that was selected.	
		Finalize the funding model(s) to be used by the mission.	
		Determine the donation methods that will be made available to donors.	
	Fundraising Strategy	Determine if additional fundraising is required to provide the resources.	
		Complete the <i>Fundraising Strategy Worksheet – Tool 34.</i>	
		Project the annual fundraising resources needed for the mission.	
		Project how these additional resources will be used.	
		Identify potential fundraising methods to be used by the mission.	
		Determine the human capacity needed for fundraising activities.	
		Create an annual schedule for the fundraising activities.	

	Promotion Methods	Complete the <i>Promotion Worksheet – Tool 38.</i>	
		Determine methods to be used to promote the mission.	
		Create a Promotion Worksheet for each promotion method to be used.	
		Schedule the annual promotional activities for the mission.	
		Use the Promotion Log to track the results of each promotion method.	

NETWORKING			
X	Item	Description	% Complete
	Network Strategy	Complete the <i>Networking Strategy Worksheet – Tool 45.</i>	
		Identify partner types needed for each growth stage of the micro-church.	
		Assign a priority to each partner anticipated for the network.	
		Rank how the partners will be phased into the network.	
		Identify potential partners for each partner type at each growth stage.	
		Describe what the connection to each partner will be.	
	Traditional Church Partner	Identify potential traditional churches that can be partnered with.	
		List the key factors that will be used to evaluate the churches.	
		Complete <i>Traditional Church Evaluation Worksheet – Tool 46</i> for each.	
		Answer key questions regarding each church and provide other comments.	
		Rate each traditional church individually and preliminarily rank them.	
		Contact each church to discuss the potential partnership.	
		Select the main traditional church and backups.	
	Partner Evaluation	Identify potential partners for each growth stage of the micro-church.	
		List the evaluation factors to be used for each partner type.	
		Complete the <i>Partner Evaluation Worksheet – Tool 44</i> for each partner.	
		Research each potential partner organization.	
		Answer key questions regarding the potential partner.	
		Ensure that the partner aligns with the purpose of the micro-church.	
		List the pros and cons of each partnership, rate each partner and rank them.	
		Preliminarily select partners for each stage of the network.	
	Partner Selection	Decide upon and engage a traditional church partner.	
		Refer to the prioritized partner networking strategy.	
		Start building relationships with initial partners.	
		Establish formal commitments for each partner.	
		Fully engage each partnership once established.	
	Partner Management	Set up a system to monitor partners once they are on board.	
		Complete the <i>Partner Management Worksheet – Tool 47</i> for each partner.	
		Document the commitment that each party to the partnership has made.	
		Describe the interactions that will take place during the partnership.	
		Create a partnership calendar to keep track of important dates.	
		Document all partnership events.	
		Identify and make changes to the partnership as needed.	

PLANTING			
X	Item	Description	% Complete
	Resource Identification	Complete the <i>Planting Plan Template – Tool 49</i> .	
		Identify a planting team to oversee the planting of new micro-churches.	
		Identify the planting leaders and spiritual leaders for the planting.	
		Select potential venues for the micro-church being planted.	
		Identify physical resources needed for the new micro-church.	
	Leader Training	Evaluate the selected planting leaders and spiritual leader, if different.	
		Identify the training needs for the leaders.	
		Select training resources and begin the training.	
		Set goals for training activities and monitor the progress.	
	Membership Monitoring	Set up a monitoring system to track ongoing membership levels.	
		Determine the membership action level for planting a new micro-church.	
		Project the time period for planting the next micro-church.	
		Calculate the anticipated planting frequency for the micro-church.	
		Identify when the action level has been reached and start the planting.	
	Preliminary Planning	Create a planting schedule and project start and end dates for each task.	
		Identify what tasks or roles can be shared between the micro-churches.	
		Determine if the planted church will be partnering on the existing mission.	
		If so, determine what the mission responsibilities will be for the new church.	
		Set the planting goal for the micro-church and identify planting objectives.	
		Identify the expected outcomes of the planting goal.	
		Complete an analysis of the goal to ensure it is complete.	
		Identify potential obstacles and the solutions for resolving them.	
		Start a planting log to capture the details of each planting.	
	Network Planning	Identify network connections for the micro-church being planted.	
		Identify any potential conflicts with these connections.	
		Evaluate new network connections that could result from the planting.	
		Determine network changes needed to accommodate the new micro-church.	
	Outreach Initiation	Review the <i>Member Outreach Plan – Tool 13</i> to prepare for the planting.	
		Calculate the number of new members required for both micro-churches.	
		Finalize the outreach methods to be used and initiate the outreach efforts.	
		Monitor membership levels during the outreach period.	
		Curtail the outreach plan when the anticipated membership levels are met.	
	Planting	Initiate the planting of the new micro-church.	
		Begin oversight of the new micro-church by the planting team.	
		Monitor the progress of the new micro-church.	
		Mentor the new micro-church during the startup period.	
		Recall planting team when new plant is established.	

STARTUP			
X	Item	Description	% Complete
	Startup Phasing	Complete the <i>Startup Phasing Worksheet – Tool 39</i> .	
		Breakdown each micro-church element into required tasks.	
		Prioritize the components of each element.	
		Use the startup phasing list to logically order tasks.	
		Project start and end dates for each task.	
		Use the Startup To-Do List to track and assign tasks.	
	Readiness Appraisal	Determine if the micro-church is ready to be launched.	
		• Received divine revelation that the micro-church is in God's plan.	
		• Identified the core members of the micro-church.	
		• Determined the purpose of the micro-church and mission.	
		• Defined target demographics and membership size.	
		• Designated the required roles and leadership positions.	
		• Selected a spiritual leader or team.	
		• Set goals and objectives that will help fulfill the identified purpose.	
		• Engaged other potential micro-church members.	
		• Started establishing the framework of the micro-church community.	
		• Identified the spiritual path for member maturity.	
		• Formatted the worship service and established a schedule.	
		• Determined the logistics of the shared meal.	
		• Established and evaluates the venue(s) that will be used.	
		• Designated the modes of communication to be used.	
		• Defined the mission and how it will be phased in over time.	
		• Determined financial resources needed to support the church/mission.	
		• Identified the sources of the required resources.	
		• Identified partners that will fill the initial gaps in capacity.	
		• Defined the network structure that will be formed or joined.	
		• Identified how new micro-churches will be planted and set a schedule.	
		• Started identifying the core beliefs of the micro-church.	
		• Established a evaluation system to monitor results.	
		• Set up a system to document activities.	
	Launch	Identify the approximate date that the micro-church will be launched.	
		Setup pre-launch meetings to finalize the plans.	
		Determine the ongoing planning activities needed after the launch.	
		Launch the micro-church.	
		Evaluate the initial progress of the micro-church and mission.	
		Monitor ongoing progress to maintain the momentum achieved.	
		Thank God for your new micro-church.	
		Welcome to the Revolution!!! May God bless your new micro-church.	