

# Church Planting Checklist:

## Bulletin Format

- Upcoming Events
- Church Programs
- OPC Denominational News
- Pastoral Information
- Church Info/Contact Info
- Connection Cards Present

## Connection Cards

- Personal Information
- Prayer Request Area
- Guest/Member
- "What are you interested in?"

## Lobby

- Signage:
  - A-Frame Sign*
  - Indoor signage directing guests*
- Resource Table:
  - Free books for first time visitors
  - Information about missionaries
  - Welcome handout or booklet
  - Gift for first-time visitors (mug, pens, etc.)

## Nursery & Mother's Room

- Are you providing for moms?
- Do you have a nursery policy (who can and cannot work in the nursery, etc.)?

## Outdoors

- Direction is clear and helpful -- can people find you from the road?

## Greeting

- Greeters are organized, prepared, friendly, & helpful
- Ushers are helpful & friendly

**Follow-up Process**

- Church "Thank You" cards with logo
- Send handwritten notes within 92 hrs of visiting church

**Church activity**

- 4 "fun" events per year (one per quarter)
- Canvassing and advertising?
- Emailing info to 1st and 2nd time guest?
- Involving guests & members?

**Promoting membership**

- Membership class offered?
- Sermons on membership?
- Praying for guests and investing in them?

**Outreach & Consideration**

- Are you considering families?
- Are you providing for incoming/guest families?
- Are you providing for your members who are families?
- Are you considering singles/young adults/newlyweds?
- How are you reaching out to your local community?
- Are you spreading flyers/bulletins/posters?
- Are you advertising events/programs/studies?
- Is your phone number one that will be answered? Do you have an applicable voicemail set up?

**Online presence**

- Is your website up-to-date?
- Google My Business
- Google SEO (Search Engine Optimization)
- Google Ads
- Facebook
- Facebook Ads