

New Campus Start Up Guide



COMMUNITY
CHRISTIAN CHURCH



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One Church - 10 Campus Constants

1. **Mission** – Helping People Find Their Way Back To God.
2. **Strategic Vision** – To grow a movement of reproducing churches committed to the 67 and the 20:
67= percentage of the world's population that lives outside of a relationship with Christ
20 = percentage of people worldwide living in extreme poverty both locally and globally.
3. **3 C's** – Celebrate, Connect and Contribute will serve as the primary experiences by which people continue to grow and deepen their relationship with Christ.
4. **Big Idea** – One Big Idea for adults, students and children will be implemented weekly
5. **Teaching Team** – The teaching team will establish the master teaching schedule including pre-determined "all-skate" videocast weekends. Approved teachers or the weekly videocast are available for campus pastors to complete their teaching schedule.
6. **Leadership Structure** – One leadership structure with Coach, Leader and Apprentice Leader.
7. **Leadership Community** – A schedule of monthly gatherings of leaders for vision, huddle and skill will be established at the beginning of the ministry year. These gatherings will include all campus, as well as campus-specific Leadership Communities.
8. **Financial Model** – 70/20/10 with each campus operating on 70% or less of its offerings within three years of a launch. 20% or less of campus offerings will be used to support the catalyst organization and 10% will be used for new church-wide endeavors.
9. **Web** - One centralized web site for the church representing all locations. One centralized web-based database (3CMS) for people, groups, events and finances will be used to measure our 3C status.
10. **Central Services** – One centralized process or system for business services: banking, staffing, payroll, benefits, capital expenditures, lease agreements, etc.

Expectations for Reproducing Campuses



How to reproduce more campuses faster

Phase I / Private / 12 - 18 Months Prior to Launch

- Network support to launch a new campus.
- Select ideal community for new campus launch.
- Develop high level budget and fund-raising strategy that supports new campus launch.
- Initiate Prayer Team.
- Secure dollars to support first nine months for a Campus Pastor - \$50,000 to \$60,000.

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CONFIRMATION BY JUSTICE LEAGUE
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Phase II / Public / 9 to 12 months prior to launch

- Emerging Leadership Initiative (ELI) Assessment, Staff Questionnaire and Hiring Process document
- Campus Team identifies Campus Pastor.
- Campus Pastor participates in ELI and receives endorsement.
- Identify key influencers for launch team.
- Campus Pastor to secure financial commitments for 25% of remaining pre-launch budget.
- Identify “whisper” launch date.

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CONFIRMATION BY JUSTICE LEAGUE & LEADERSHIP COMMISSION
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Phase III / Public / 6 to 9 months prior to launch

- Continued development of launch team – minimum 100 (kids, students and adults) prior to launch.
- Campus Pastor, Launch Team & Network to secure financial commitments equaling 50% of the remaining pre-launch expenses.
- Identify campus staff.
- Additional campus staff to participate in ELI.

Phase IV / Public / 3 to 6 months prior to launch

- Set launch date and continue working “Countdown to Launch” steps.
- Campus Pastor, campus team and Network set goal date for the campus to be self-supporting (70-20-10).

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GO!
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Dollar Breakdown

- 12 to 18 months out: Network secures nine months of Campus Pastor compensation - \$50,000 to \$60,000.
- 9 to 12 months out: Campus Pastor secures 25% of remaining pre-launch costs.
- 6 to 9 months out: Campus Pastor, Launch Team and Network secure 50% of remaining pre-launch costs.
- 3 to 6 months out: Campus Pastor, Launch Team and Network secure 25% of remaining pre-launch costs.

(The sending Campus and Network will get to “count” new campus offerings within their Campus/Network Goals.)

The Three C's

At Community, everything we do revolves around the 3Cs: Celebrate, Connect and Contribute. We believe these are three key experiences that give you the optimal journey toward a growing relationship with Jesus.

Celebrate: Gather with others to celebrate what God is doing in and through us.

Celebrating is the way we remind ourselves of how God is at work in our lives and in our church. We celebrate on our own daily as we read the Bible, reflect on it, and pray asking God to direct our every move. We also celebrate together with others as we gather weekly in our celebration services for a unique and creative worship experience based on a specific, biblical, and life-changing principle called the Big Idea.

Connect: Join with others for on-going growth and encouragement

Connecting is the way we travel on our spiritual journey as we grow closer to God and other Christ-followers through biblical community. At Community, we connect together weekly in small groups to grow spiritually, emotionally, and relationally. This happens as each group explores the truths of Scripture, prays for one another, encourages each other, and applies God's Word to their lives. Our small groups are open – anyone can join at any time and reproducing – leaders are developed to lead new groups.

Contribute: Use your time, talents, and resources to impact our world

Contributing is the way we impact our world by using our time, talents, and resources. At Community, we help you discover your God-given talents and provide opportunities for you to contribute in the church, in our local communities, and in the world. We need every Community attender and small group to contribute in these ways if we are to fulfill our vision of reaching the 67% of people who live outside of a relationship with Christ and the 20% who live in extreme poverty both locally and globally.

What We Believe

God

We believe there is one divine being who has existed eternally. He exists and reveals Himself to man in three distinct, equally divine persons - Father, Son, and Holy Spirit. While we cannot fully comprehend His divine nature, it is possible for people to know Him. At the beginning of time, God created the entire universe and all its creatures. He continues to exercise His supreme power to sustain His creation. Throughout history He has expressed His desire to be our God and to have a personal, eternal relationship with us. We believe that God loves us and wants what is best for us.

Jesus

We believe that Jesus is the eternal divine Son of God. He chose voluntarily to be made in human likeness and was conceived by the Holy Spirit and born of a virgin. Although He lived a sinless life He allowed Himself to be executed by crucifixion. His death paid the penalty for the offenses of mankind against God. However, as prophesied, He rose from the dead three days after His execution. After appearing to witnesses on a number of occasions for forty days, He ascended into heaven where He now serves as the Mediator between God and man. We believe that at the end of time He will again visibly return to earth to complete His eternal plan.

The Holy Spirit

The third person of God is the Holy Spirit. We believe the Holy Spirit dwells in every Christ follower. His indwelling presence gives spiritual life to believers and distinguishes them as children of God. The Holy Spirit guides Christ followers in understanding and applying God's principles and values. Through the work of the Holy Spirit, Christ followers are empowered to live Christ-like lives. The Holy Spirit also equips Christ followers with talents and abilities for the purpose of building up God's kingdom.

Man

God created mankind to live in relationship with Him. However, the first man and woman were deceived by Satan. They rebelled and chose to be wrongfully independent from God. Their decision alienated them from God. Every human being since that time has suffered the consequences of that rebellion. We all fail to please God and are open to Satan's deception. Our failure to please God, unless a relationship is re-established with Him, results in condemnation under God's judgment and would cause us to spend eternity in hell. Furthermore, there is nothing we can do on our own to re-establish our relationship with God.

The Bible

God divinely inspired human authors to write the sixty-six books of the Bible. He communicated through these writers the values, principles, and ideals which please Him and are in our best interests. We believe the Bible is entirely accurate, complete, and reliable. We look to the Bible for the revelation of the character of God and the final authority on all matters of faith and conduct.

What We Believe

A Relationship with God

Our inability to re-establish our relationship with God leaves us dependent on God's mercy. God graciously provided the means to reconcile this relationship through faith in Jesus Christ. Our relationship is re-established when we make a commitment to accept Jesus as God's son and our Savior and Lord. Through faith in Jesus Christ, our sins are forgiven, and we receive the gift of the Holy Spirit and eternal life. Practically speaking, this acceptance is demonstrated through both a private and public commitment. We demonstrate our commitment privately by faith (acting upon our belief that God has the power to save us) and repentance (turning back to God and depending on Him to control our lives). At the same time, we publicly express our commitment by confessing our acceptance of God's salvation and submitting ourselves in Christian baptism.

The Christian Life

Once our relationship is re-established with God, we naturally want to spend time with Him and know Him better. The Holy Spirit enlightens us as we read God's Word (the Bible) as we communicate with Him in prayer and as we enter into loving relationships (Biblical community) with other Christ followers. In this way we begin to know God more intimately. As we become acquainted with God we desire to be like Him and please Him. This process of spiritual development motivates us to seek ways to serve God and prepares us to spend eternity in fellowship with Him.

The Church

We believe the church represents Jesus Christ to a needy world. The Bible speaks of the church as Christ's body. It compares it to a living organism, where Jesus is the head. God arranges the parts of the body, Christ followers, just as He wants them to be. He gives each Christ follower special functions to perform for the good of the body. To remain healthy, the body's members must work together. Each part contributes to the growth and maturity of the body. God works through the church to reconcile a lost world to Himself through Jesus Christ. For this reason it is important for Christ followers to regularly gather together for the purpose of celebration. During celebration, Christ followers are equipped, built up, and encouraged through teaching, fellowship, prayer, and communion. Celebration in this way enables believers to serve one another and the un-churched people in their sphere of influence.



Adult Ministry / Small Groups

Philosophy

1. **hpftwbtG:** Every strategy and decision within Adult Ministry – Small Groups must ultimately align with the mission of helping people find their way back to God.
2. **3C's: Adult Ministry** – Small Groups cultivate an environment for adults to continue to grow in each of the 3C's. This happens as the group matures and challenges each other through relationships to grow in the areas of celebrate (journaling, prayer, baptism, etc.), connect (spiritual friendships, inclusiveness, etc.) and contribute (apprenticing, generosity, missions, etc.)
3. **Big Idea:** We will empower Small Group leaders through the product of the Big Idea Adult Discussion Guide. This is not a required product, but highly recommended. The Big Idea strategy creates alignment among adults, students, and kids each and every week in age-appropriate environments.
4. **Reproducing:** We will champion the reproducing movement by constantly encouraging and working to help new campus launches and church plants. This will happen through the relentless development of apprentices and strong coaching. We will continually be involved in the work of reproducing leaders and artists.

Product

1. Each campus will provide an Adult Ministry / Small Groups table to promote existing and new small groups.
2. Each Campus will provide a Connect Guide that lists the groups available at that campus.
3. Each Campus will update their Connect Guide via 3CMS which will in turn impact the printed and web version of the Connect Guide.
4. Each Campus will support the Big Idea Adult Discussion Guide by providing feedback to the Big Idea Adult Discussion Guide Team, promoting the content throughout each series, casting vision to leaders of the value of having one Big Idea and committing to using the guide multiple times throughout the ministry year.
5. Each Campus will be diligent about creating consistent “entry points” into leadership by utilizing these products: Apprentice Field Guide, Coaching Field Guide, Leadership Expectations and Ministry Role Descriptions (see your Champion for details).
6. Each Campus will launch with an expectation to group no less than 50% of its average adult attendance with a goal to reach 65% by the first year.
7. Each Campus will embrace the core practices of Adult Ministry / Small Groups: connecting the unconnected, developing 3C Christ-followers, and reproducing groups and leaders.
8. Each Campus will create multiple types of groups in order to reach people where they are at: men's groups, service groups, young adult groups, women's groups, neighborhood groups, support and recovery, etc.



Adult Ministry - Small Groups

PERSONNEL

1. Each Campus will provide the following structure at launch:
 - Adult Ministry Campus Director (0.5 FTE to 1.0 FTE)
 - Coaches (1:3-5 ratio)
 - Leaders (1:10 ratio)
 - Apprentice Leaders (1:2 ratio – min. 50% of groups have apprentice)
2. Each Campus should strive to create a coaching structure that supports each affinity (e.g. women's small groups coach for women's small group leaders).



Student Community

Philosophy

1. **hpftwbG:** Every strategy and decision within Student Community must ultimately align with the mission of helping people find their way back to God.
2. **3C's:** Student Community's mission is to help students become growing 3C Christ-followers. We will do this by providing quality 3C experiences for junior high and high school students.
3. **Big Idea:** We will empower parents to be the primary agents of spiritual formation by implementing the Big Idea strategy where adults, students and kids are all learning the same Big Idea each week in age appropriate environments.
4. **Reproducing:** We will champion the reproducing movement by constantly encouraging and working to help new campus launches and church plants. We will always ask "is this reproducible?", when making ministry decisions. We will continually be involved in the work of reproducing leaders and artists.

Product

1. Each Campus will provide excellent 3C experiences for junior high and high school students in alignment with the *StuCo Stages of Development Model*.
 - Campus Start Up – Junior High Small Groups during weekend services
 - Within three months – Add contribution opportunities for students throughout the campus.
 - Within six months – Add High School Small Groups
 - Average student attendance of 40 in small groups – Create combined JH and HS Celebration Service with teaching and arts at least once a series
 - Average student attendance of 80 – Create weekly JH and HS Celebration Service with teaching and arts.
2. Each Campus will use the Catalyst-provided Big Idea Curriculum for the StuCo Small Groups and StuCo Celebration experiences.
3. Each Campus will provide a student-friendly environment that is safe, inviting, and fun. Environmental graphics should align with the approved StuCo Logo and brand.
4. Each Campus will provide information on All-StuCo Events such as Blast, Summer High School trips, and JH Camp to their students and parents. Campus directors will also help provide product support to help create these events.
5. Each Campus will attend and help produce a centralized training event for leaders. StuCo Campus leaders should also attend Leadership Community each month and plan the huddle time for their leaders.



Student Community

Personnel

1. Each Campus will provide the following structure at launch:

- Volunteer Campus Director
- Small Group Coach (1 for every 3-5 Leaders)
- Leaders (1 for every Small Group)
- Apprentice Leaders (1 for every Small Group)

As the Campus grows the following should be added to the structure:

- Average student attendance of 40:
 - Paid Student Campus Director (Part-time .50 FTE)
 - Volunteer Student Arts Director
- Average student attendance of 80:
 - Add a paid Student Arts Director (Part-time .25 FTE)
- Average student attendance of 120:
 - Full Time Campus Director (1.0 FTE)
 - Volunteer Student Small Groups Director

Average student attendance of 200 or more:

- Paid Student Small Groups Director (Part-time .50 FTE)
- Increase Student Arts Director to .50 FTE

2. Each Campus will provide the appropriate leader to student ratio as follows:
 - Junior High Small Group – 1:6
 - High School Small Group – 1:8
 - Student Celebration Services – 1:10
3. Each Campus will complete Criminal Background Checks on all Student Community Leaders and contributors.
4. Each Campus will keep an updated database of their leadership using 3cms.
5. Each Campus will track attendance and report it by Monday evening for the previous weekend or mid-week service using the 3cms metrics reporting tools.



Kids' City

Philosophy

1. **hpftwbTG:** Every strategy and decision within Kids' City must ultimately align with the mission of helping people find their way back to God.
2. **3C's:** Kids' City's aim is to help families raise growing 3C Christ-followers. We will do this by providing quality 3C experiences for kids and families.
3. **Big Idea:** We will empower parents to be the primary agents of spiritual formation by implementing the Big Idea strategy where adults, students, and kids are all learning the same Big Idea each weekend in age-appropriate environments.
4. **Reproducing:** We will champion the reproducing movement by constantly encouraging and working to help new campus launches and church plants. We will always ask "Is this reproducible?" when making ministry decisions. We will continually be involved in the work of reproducing leaders and artists.

Product

1. Each Campus will provide excellent 3C Experiences for ages birth through 5th grade divided into the following Zones:
 - WiggleWay (Infants-2 years)
 - JumpStreet (3 years – Kindergarten)
 - Uptown (1st – 3rd Grade)
 - Club 45 (4th – 5th Grade)
2. Each Zone will use the Catalyst-provided Big Idea Curriculum for the KC Small Group and KC Celebration experiences .
3. At launch, the Campus will provide KC Small Groups for ages birth through 5th Grade and KC Celebration for ages 1st-5th Grade. The Kids' City Campus Director will then work to add additional 3C Experiences as the Campus grows. All 3C Experiences offered should align with the following strategy:

	Celebrate	Connect	Contribute
Kids	Kids' City Celebration <i>(Uptown, Club 45)</i>	Kids' City Small Groups <i>(WiggleWay, JumpStreet, Uptown, Club 45)</i> Small Group Zone Events	Kids' City Teams <i>(Uptown, Club 45)</i>
	Equipping Leaders Leadership Community Appreciation Events	Kids' City University	Coaching Relationships



Creative Arts

Philosophy

1. **hpftwbTG:** Every strategy and decision within the Arts must ultimately align with the mission of helping people find their way back to God.
2. **3C's:** Our mission is for artists to contribute in creating inspiring, God-honoring, Celebration services, but it is just as important for those artists to be connected in a small group.
3. **Big Idea:** We will tell God's story in a relevant and engaging way, utilizing the artistic gifts of those in our church and community to their greatest level of excellence.
4. **Reproducing:** We will apprentice and reproduce in every position within music, art and tech. Our teams will strive to always have apprentices in place, so that we can launch new large group services as God allows. The church doesn't wait for the artists to be ready. We are ready when God moves.

Product

1. Each Campus will provide teams in the following area:
 - Rhythm Section
 - Worship Leader / Vocalists
 - Tech and Production
2. Each Campus will utilize the Catalyst-provided Big Idea products for the Celebration Experiences.
3. Each Campus MUST use catalyst provided Community Logos, Series Graphics and Message Content (including message reinforcement media.)
4. At launch, the campus will provide a fully functioning Celebration Service from day 1. After launch, the Arts Director will be responsible to develop and reproduce those teams, adding leadership and coaching as the teams grow.
5. Each Arts Director will assemble the correct audio and video systems in a timely manner before launch. Those systems will be assembled and the volunteers will be trained well before launch. That system will have the following minimum requirements:
 - FOH sound system appropriate for the Celebration space
 - Stage monitoring system
 - Video projector and Screen
 - Dedicated Video Computer and Software
6. Each Arts Director will create and distribute the following resources to their artists:
 - Music
 - Recordings of each song
 - Charts for each song
 - Tech
 - Data DVD of video content (or pre-loaded product)
 - Cue Sheets for entire service team



Personnel

1. Each Campus will provide the following structure at launch:
 - Arts Director (half or full time staff - paid position)
 - Worship Leader
 - Producer
 - Media Tech
 - Sound Tech
 - 2 Guitars
 - Bass Guitarist
 - Drummer
 - Background Vocalist

As the Campus grows the following should be added to the structure:

- Each area and position continually reproduces
 - Worship Leaders are added and trained
 - Coaches (1 for each area (Band, Vocal, Tech) Multiple for any area with 3 Leaders or more.)
 - Leaders (1 Tech Leader for each area of Tech, 1 Rehearsal Leader for each week of the month, 1 Vocal Leader for every 10 vocalists, etc.)
2. Each artist will be given specific opportunities to develop and grow.
 3. The Campus Arts Director will lead their team in the use of 3CMS and Planning Center for artist tracking and service flow.
 4. As growth drives, an associate Arts Director or Tech Director should be added.



Community 4:12

PHILOSOPHY

1. **hpftwbTG:** Every strategy and ministry within Community 4:12 ultimately has the goals of helping people find their way back to God and then helping people demonstrate their love for God by loving the poor and people of all racial and cultural backgrounds.
2. **3C's:** Community 4:12 provides 3C opportunities (celebrate, connect, and contribute) with the poor and across racial and cultural barriers.
3. **Community Impact:** Community 4:12 is committed to community development in under-resourced communities or communities in severe economic decline. Starting with charitable ministries and progressing to empowerment and development ministries, Community 4:12 seeks to address systemic community needs.
4. **3R's:** Community 4:12 provides opportunities for people to engage in ministry with the poor by practicing the 3 R's:
 - Developing a personal **relationship** with someone of a different culture and someone living in poverty locally or globally.
 - **Redistributing** financial and material resources to reduce poverty locally and globally.
 - **Relocating** to an under-resourced community temporarily (through service trips, immersion experiences) or permanently (by moving into an under-resourced community for maximum impact).
5. **Reproducing:** Community 4:12 develops strategies and programs that aim to eradicate poverty one village or neighborhood at a time in a way that can be reproduced in other under-resourced communities.

PRODUCT

Each campus will:

1. Support an existing local and global Community 4:12 ministry by promoting and participating in events, programs and providing resources to support Community 4:12 Glocal Initiatives.

OR

2. Work with Community 4:12 Glocal Team to develop a new ministry. Resources needed to develop a new ministry:
 - Dedicated leader/champion who will serve on the Campus Team and work closely with the Community 4:12 Director and serve on the Community 4:12 Team
 - Specific under-resourced Local Community to target development efforts or Global Community plagued by extreme poverty.
 - Key partner schools, churches, and/or organizations in targeted community—nothing from scratch.
 - Strategic planning to develop Community 4:12 programs in the target community.
 - Financial resources.
 - Commitment to launch a campus in targeted community or partner with an existing church.

PERSONNEL

1. Community 4:12 Campus Coordinator (starting at 5 – 10 hours/week, progressing to half time).
2. Coaches, leaders, apprentice leaders, and volunteers.

Response to Poverty Issues Locally and Globally		
Level 1 Response Charitable	Level 2 Response Investment and Empowerment	Level 3 Response Development and Justice
most common form of response	less common form of response	very uncommon form of response
meet basic needs through "hand-outs"	equip people in need to meet their own needs by providing a "hand-up"	advocacy and community and economic development
can be done from a distance	requires building a relationship	requires addressing societal systems/ structures and injustices
immediate results short-lived no significant long-term impact	results take longer to achieve longer lasting impact limited to individuals	incremental results that effect significant long-term change for an entire community
Examples: food and clothing drives; serving at soup kitchens; home makeovers; providing free Christmas gifts; disaster relief; global feeding ministries	examples: tutoring; job, parenting, and life skill training; operating food co-ops, Christmas Gift Mart; clothing resale shop, child sponsorship; equipping a community with clean drinking water or health care	examples: micro-finance loans for start-up businesses; Advocacy for equality in schools (Millennium Development Goals abroad & school finance reform at home); creating living-wage jobs; home ownership & higher education initiatives

The Difference Between Charity and Justice

"What will be the instrument of the church in effecting change? Not simply charity but also justice. Charity is episodic, justice is ongoing. One brings consolation, the other correction. One aims at symptoms, the other at causes. One changes individuals, the other [changes the world]." –Harvie Conn, Westminster Theological Seminary

Service with and to "the 20%" Aligns With Helping People Find Their Way Back to God

Only when the church walks alongside "the 20%," the poor, the vulnerable and the underprivileged, as Jesus did, does the church embody the full message of Christ. This "Good News" message cannot be accomplished through charity alone. But when the body embraces both works of mercy and those of justice--setting this world right, "on Earth as it is in Heaven," the church reaches its full impact. When a church can also measure its outcomes and impact by reduced poverty, crime, un-employment and drop-out rates, the church becomes a relevant force for ALL aspects of society and to ALL members of a community thereby allowing more people to find their way back to God.

Recommended Reading List

Compassion, Justice, and the Christian Life: Rethinking Ministry to the Poor – Robert Lupton

A Framework for Understanding Poverty – Ruby Payne

Glocalization – Bob Roberts, Jr.

When Helping Hurts – Steve Corbett & Brian Fikkert

Advanced Reading List

Rich Christians in an Age of Hunger – Ron Sider

The Next Evangelicalism – Dr. Soong-Chan Rah

Leading as Christ Followers

“Come, follow me.” (Matthew 4:19) When Jesus spoke these words to his first disciples, he made a simple yet profound statement about what it means to be in relationship with him. He calls us to be his companions, to imitate his way of life, to help carry out his mission of helping people find their way back to God. When we become Christ-followers, everything in our lives reorients around Jesus.

Here at Community, we believe Celebrating, Connecting, and Contributing are three key experiences that help us grow in our relationship with Jesus. Jesus demonstrated the 3C's in his own life when he walked here on earth. As we learn to imitate his ways, we should see ever-maturing expressions of the 3C's in our own lives. And as we mature, God calls us to lead others in the ways of Jesus. We lead by demonstrating what it means to follow. We lead as Christ-followers.

The apostle Paul said, “Follow my example as I follow the example of Christ.” (1 Corinthians 11:1). That, in essence, is what it means to be a leader. Whether you are leading adults, students, or kids; you are one who sets an example in the 3C's for others as you follow the example of Christ. As such, the following are qualities that should characterize the lives of leaders at Community. We hope that this resource can serve as a source of encouragement, challenge, and accountability as we help one another become more like Jesus.

Celebrate (Key Relationship: Us and God)

Celebrating both in community and individually what God is doing in our lives and in our church. The focus of this “C” is growing our relationship with Jesus.

Personal Relationship with Jesus: A personal relationship with Jesus begins by responding to God's offer of salvation by believing in Jesus for forgiveness of sin, eternal life, and the gift of the Holy Spirit. The response includes repenting of our old way of life and accepting our new call to follow Christ. And it includes the public act of baptism where we follow Jesus' example and demonstrate our commitment to him by being immersed as an act of our own will. (John 3:16, Acts 2:38, Romans 6, Mark 1:9-11) As leaders, we have made this commitment.

Commitment to God's Word: Jesus often quoted from the written Word of God. (Matthew 4:1-11, Matthew 22:34-40) He was familiar with the Scriptures and applied its values, principles, and ideals to everyday living. As leaders, we follow his example by continually increasing our understanding of Scripture through regular reading and study of the Bible. We strive to apply what we learn from God's Word in our everyday lives. We let God's principles and commands guide our ethics, sexuality, and relationships. (2 Timothy 2:15, 2 Timothy 3:16-17)

Communicate Consistently with Jesus: Jesus often withdrew to quiet places by himself where he could communicate with his Father through prayer and other spiritual disciplines. (Mark 1:35, Luke 6:12) As leaders, we pursue a closer connection to Jesus through prayer and spiritual disciplines such as journaling, fasting, meditating on God's Word, silence, etc. We make this time with Jesus a priority in our lives and schedules. We strive to hear from God every day.

Participate in Weekly Celebration Services: Jesus' custom was to attend Synagogue every week to participate in corporate teaching and worship. (Luke 4:16) As leaders, we participate in weekly Celebration Services at Community where we join with other Christ-followers to celebrate God, receive teaching from God's Word, and encourage one another as Christ-followers. (Hebrews 10:25)

Leadership Expectations

Connect (Key Relationship: Us and The Church)

Connecting with other Christ-followers to grow spiritually, build friendships, and experience genuine community. The focus of this “C” is growing our relationship with others in the Church.

Connect in a Small Group: Jesus chose a small group of 12 men to be in his inner circle of relationships. (Luke 6:12-16) He spent lots of time with these men, shared important conversations and events with them, and lived daily life with them. As leaders, we are committed to the type of genuine Biblical community the first Christians practiced as described in Acts 2:41-47. We believe this Biblical community is best lived out in the context of small groups. We actively participate in a small group and serve as catalysts to connect others into groups.

Invest in Followers: Jesus knew that God had entrusted followers to him. He prayed for them, taught them, encouraged them, challenged them, and protected them. (John 17:6-19) As leaders, God has entrusted us with followers. We have a responsibility to make sure our followers receive care (either from us or others) and are encouraged and challenged to grow in the 3C’s. (1 Peter 5:1-4)

Develop Apprentice Leader(s): Within Jesus’ relational circle, he chose to invest more deeply in three men: Peter, James, and John. He included these three in some of the most personal parts of his life and ministry. (Matthew 17:1-13, Mark 5:35-43, Mark 14:32-34) He prepared them to be leaders in the church. (Matthew 16:17-19) He released them to do ministry in this world. (John 17:18) Early church leaders like Paul adopted this model of apprenticeship. (2 Timothy 2:2) As leaders, one of our greatest priorities is to invest in the lives of apprentice leaders, developing them as Christ-followers and leaders, so that they can be released into leadership roles and ministry can be multiplied.

Care for Family: As Jesus was dying on the cross, he asked one of his disciples to care for his mother as if she was his own. This touching act of love demonstrated Jesus’ sense of responsibility for his own family. (John 19:25-27) While the Apostle Paul advocated for the benefits of being single (1 Corinthians 7:32-35), he insisted that married leaders care for their church family that resides in their own home (1 Timothy 3:4). As leaders, caring for family is a priority in our lives. We will model a God-honoring commitment to our families. (Ephesians 5:21-6:4)

Learn from Other Leaders: Jesus’ disciples had the unspeakable privilege of sitting at his feet as he taught them. Jesus knew that if they were to carry out his mission, they needed to be inspired and equipped with knowledge, wisdom, and skills for the challenges that lie ahead. (Luke 11:1-4, Mark 4:33-34) As leaders, we take advantage of opportunities to be inspired and equipped for the mission Jesus has called us to. We consistently participate in Community’s monthly Leadership Community and take advantage of other developmental opportunities. We have a teachable spirit recognizing our constant need to grow in our leadership ability.

Leadership Expectations

Contribute (Key Relationship: Us and the World)

Contributing our talents, time, passions, and resources to further Jesus' mission in this world. The focus of this "C" is growing our relationship with those in our community and world who need to find their way back to God.

Invest in the 67%: Jesus was often criticized by the religious leaders for spending time with "sinners." (Matthew 9:9-13) But Jesus didn't come to earth to simply huddle with religious people. He came to seek and save the lost. (Luke 19:10) As leaders, we follow Jesus' example by building friendships with the 67% of people in this world who do not have a relationship with God. We share with them the story of how God is at work in our lives. We love them, encourage them, and pray for them. We invite them to participate in Community. We take serious Jesus' command to go into the world and make disciples. (Matthew 28:18-20)

Coming Alongside the 20%: Jesus cared about the forgotten and marginalized people in his society: beggars, the diseased, outcasts. (Luke 4:18-19; Luke 18:35-43) He told parables urging his followers to care for the poor, the sick, and those in prison. (Matthew 25:31-46) As leaders, we follow his example by coming alongside the 20% of people in our world who live in poverty. We share our time and resources with those in need and use our influence to challenge other Christ-followers to come alongside the 20%.

Give Generously: Jesus endorsed the Old Testament practice of tithing—giving God the first 10% of everything you have. (Matthew 23:23) But he went much farther challenging us to live financially generous lives. He cautioned against storing up wealth. (Luke 12:13-21) He challenged us to be wise stewards of what we've been given. (Matthew 25:14-28) He commended radical generosity. (Luke 21:1-4) As leaders, we seek to align ourselves with these Biblical principles by living financially generous lives starting with a tithe and moving toward a life of radical generosity.

Serve Others: Jesus served his disciples by washing their feet. He performed this lowly act to set an example for them that they were to serve one another. (John 13:1-7) God gives every Christ-follower spiritual gifts and talents that are to be used in service to others in order to build up his body, the church. (I Corinthians 12, Romans 12, Ephesians 4) As leaders, we follow Jesus' example of servant leadership by using our gifts and talents to serve others. We will also use our influence to challenge others to serve.

Speak Wisely: Jesus cautioned that the words we speak reveal the attitudes of our heart. (Luke 6:44-45) Paul warned us to be wise in the way we act towards outsiders, making sure our conversation is seasoned with grace. (Colossians 4:5-6) As leaders, we examine our words and hearts regularly. We will guard our speech carefully, being positive and encouraging, speaking the truth in love, protecting unity so that the church will be built up and we will earn a good reputation in our community. (Ephesians 4:15, Titus 2:6-8)

Leadership Expectations

How to Use This Resource

Whether you are an aspiring leader, a new leader, or a veteran leader; measuring your life by the standard set by Jesus is critical in your journey as a Christ-follower. We encourage you to use this resource at least once a year but preferable 3-4 times a year to reflect on your life and set some goals for the future. It is best to do this exercise in partnership with a coach or accountability partner. Here are some questions that can guide your reflection:

- Which qualities has God grown in me the most over the past few months?
- Which qualities need the most development in my journey as a Christ-follower?
- What one or two qualities do I feel God prompting me to focus on during this next season of my journey?
- What steps could I take to further develop those qualities?
- How will I know if I have grown in those qualities?
- Who will I ask to hold me accountable to what I have committed to do?

"Come, follow me," Jesus said... (Matthew 4:19)

"If anyone would come after me, he must deny himself and take up his cross daily and follow me." (Luke 9:23)

"Follow my example, as I follow the example of Christ." (1 Corinthians 11:1)

Time Commitment

- 30 hours + Celebration Services for a campus of 500+ attenders.
- 40 hours + Celebration Services for a campus of 1,500+ attenders.

Qualifications

- Meets COMMUNITY’s Leadership Expectations.
- Passion for helping people find their way back to God.
- Spiritual gifts that build up the church along the lines of Leadership, Apostleship, Teaching, Prophecy, etc.(1 Cor. 12).
- Leads well on the home front.
- Humble
- Strong Communicator
- A Person of Action
- Competent, Confident and Above Reproach
- A person of encouragement
- Spirit-led

What a Win Looks Like

Much of what takes place in a healthy and thriving campus aligning with God’s Spirit cannot be easily measured—things like life change, genuine community, and people growing closer to the heart of God. The following “wins” are celebrated regularly in a thriving campus:

Celebrate

Weekend attendance is consistently growing.
 Baptisms are celebrated each month.
 Equip groups are consistently offered and move people towards regular celebration of God in their every day lives.

Connect

Small group attendance is growing in total connected and percentage of attenders connected.
 Small groups are consistently reproducing new leaders and groups.
 Examples and stories of life change are coming out of small groups.

Contribute

More people are contributing with their time/talents by serving on teams.
 People are growing towards tithing and beyond in their financial contributions.
 People are actively involved in serving and relationship building with the under-resourced through Community 4:12 and campus specific initiatives.

Reproducing

The campus is reproducing leaders, artists, and small group leaders.
 Additional celebration services are being reproduced.
 The campus is moving towards reproducing another campus.

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

The 3C’s

Celebrate

Are you and your family attending regularly?

Connect

Are you in a small group?

Contribute

Are you finding fulfillment in this ministry
 Are you tithing?

Keys to Winning

The Campus Pastor is responsible for overall leadership of the campus teams and implementation of the creative content developed by COMMUNITY’s Catalyst teams.

Face With The Place

- Maintains a welcoming presence for all attenders.
- Emcee’s celebration services for continuity, alignment of the BIG IDEA and to challenge all to take the next step as a 3C Christ-follower.
- Ensures all ministries are set for success by doing what it takes in all areas and at all levels from set up and tear down to leadership oversight.

Key Question: Am I making myself available and known to attenders and leaders?

Cheerleader

- Always looking for people doing something right: genuinely affirming volunteers, staff, and new attenders.

Key Questions: Am I a model for others of saying “thank you” to contributors and leaders? When is the last time I sent a “thank you” note?

Strategic Planner

- Leads the campus team to accomplish a unified vision: one church, one big idea, one staff, with multiple locations.

Leads the team in developing, implementing and measuring progress of the campus key objectives and initiatives to further the mission of hpftwbTG and growing 3C Christ followers.

Key Questions: Am I and my team keeping in mind the big picture and vision of CCC when making decisions at a Campus level?

Team Leader

- The campus pastor is the primary leader, developer, encourager and caregiver for campus staff.
- Leads campus participation in Leadership Community by casting vision and measuring progress.

Key Questions: Where are my teammates winning and what challenges can I help/pray about? How are we progressing with our key objectives? What events or holidays require vision casting and follow up?

Talent Scout

- Adventurously challenges individuals to lead. Encourages the use of spiritual gifts and talents that God has placed within them to be maximized for God’s glory.

Key Question: When was the last time I sat down with a staff member, leader or attender to say ICNU?

Quality Manager

- Partners with ministry champions and catalysts to ensure standards of excellence are in place and implemented.
- Continually balances the desire for consistent quality while developing adequate numbers of leaders and artists.
- In the moment, leads the campus team to modify creative content to ensure the desired outcome.

Key Questions: When was the last time I met with my champion/catalyst to review/discuss the standards in excellence? What’s the balance between achieving consistent quality and developing leaders and artists?

What are you doing best in your role?

What area do you need to focus on?



KIDS' CITY CAMPUS DIRECTOR

Ministry Role Description

Time Commitment

- Meet 1-1 twice a month with your Campus Pastor.
- Meet 1-1 at least once a month with the Kids' City Champion.
- Meet twice a month with your Campus Staff Team.
- Meet twice a month with the Kids' City Staff Team.
- Monthly participation in Leadership Community.
- Huddle with your Kids' City Staff Team once a month.
- Meet 1-1 at least monthly with each of your Coordinators.
- Attend the weekly Catalyst Meeting.
- Attend All-Staff meetings and retreats.
- Attend Campus and Kids' City planning retreats

Qualifications

- Commitment to COMMUNITY's philosophy of ministry and mission of helping people find their way back to God.
- Commitment to Kids' City's philosophy of ministry and mission of helping families raise growing, 3C Christ-followers.
- Campus Directors are moving towards maturity in the 3C's: Celebrate, Connect, Contribute.
- Experience in developing and training adult leaders.
- Experience in leading and working with children.
- Campus Directors must have a completed application, background check, 2 reference forms, signed Kids' City Leader covenant, W-4 Form, and direct deposit form on file.

What a Win Looks Like

- The Campus Director is recognized as the visible leader of kids and family ministry at the campus.
- Kids' City is offering quality 3C experiences for kids and families at the campus location (KC Small Groups, KC Celebration, KC Teams, Family Baptism Class, Zone Events, Family Service Opportunities, etc).
- Kids' City is playing a vital role in the overall campus strategy for outreach to the community.
- Service and Arts Coordinators feel cared for, equipped, and connected to the Campus Director.
- Every Kids' City Leader is cared for, equipped, and served by a Coach.
- New contributors are added to the Kids' City team on a consistent basis.
- New families receive personal attention to help them feel welcome and to get connected.
- Operational systems and procedures are running smoothly to support the 3C experiences.
- Kids' City environments are safe, kid-focused, and inviting.
- Kids' City is operating within the approved campus budget.

Keys to Winning

- Model Christ-like leadership to kids, families, Kids' City contributors, COMMUNITY co-workers, and the church.
 - Communicate passionate vision for Kids' City.
 - Champion the kids and family perspective on your campus staff team.
 - Take advantage of visible leadership opportunities (i.e. campus pastor moments, core classes).
 - Greet and build relationships with COMMUNITY families.
 - On the weekends, visit every Kids' City room as often as possible to greet, connect with, and affirm every Kids' City contributor.
- Work with your key leaders, coaches, coordinators, Campus Pastor, and KC Champion to determine next steps in implementing and improving 3C experiences.
- Build meaningful relationships with and develop your Service and Arts Coordinators.
- Meet 1-on-1 monthly with your Coordinators.
- Connect weekly with your Coordinators through phone calls, e-mail, or 1-on-1 meeting.
- Pray consistently for your Coordinators .
- Develop and implement a strategy for identifying and recruiting new coaches, leaders, apprentice leaders, and contributors.
- Develop and implement a strategy for reaching out to families in the community to help them find their way back to God and get connected into COMMUNITY.
- Develop and implement a strategy for grouping kids in consistent Small Groups and for enrolling elementary kids in Kids' City Teams.
- Build contributor teams to accomplish important operational tasks (i.e. curriculum supply, data entry, toy/supply replacement).



KIDS' CITY CAMPUS DIRECTOR

Ministry Role Description

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

Progress Towards Winning

3C Experiences

- How effective are the 3C experiences at our Campus?
- What are the next steps for implementing or improving 3C experiences at our campus?

Community Outreach

- What is Kids' City doing to build relationships with kids and families in our community?

Recruiting

- Who has joined your team in the past month?
- What recruiting conversations are you having with potential leaders, artists, and coaches?

Leadership Development

- How are you developing your Service and Arts Coordinators?
- What training do your leaders need? How will your team provide that training?
- How are you affirming and appreciating your leaders?
- What will your team be doing at the next LC?

Dashboard Indicators

- What is our average KC attendance over the past month? How does that compare to the same month last year?
- What percentage of our attendance is grouped?
- How many 3C elementary kids are at our campus?

Other Questions

- How well are we doing at making a great first impression?
- Are our KC systems and procedures running smoothly?
- Do we have adequate equipment, toys, and supplies?

Measurable Goals

- KC attendance grows by at least 10% annually.
- 80% of KC attendance is grouped.
- 60% of Uptown and Club 45 attendance are 3C Christ-followers.
- 30% of first time visitors end up grouped.
- Matrix reflects the following leader to child ratios:
 WW Infant / 1:2 WW Toddlers / 1:4 WW 2's / 1:6
 JumpStreet / 1:8 Uptown and Club 45 / 1:12

The 3C's

Celebrate

- Are you and your family attending regularly?

Connect

- Are you in a small group? Do you need help finding one?

Contribute

- Are you finding fulfillment in this ministry?
- Are you tithing?

Evaluation

WHAT ARE YOU DOING BEST IN YOUR ROLE?

WHAT AREAS DO YOU NEED TO FOCUS ON?



STUDENT COMMUNITY CAMPUS DIRECTOR

Ministry Role Description

Time Commitment

- Meet 1-1 twice a month with StuCo Network Champion
- Meet twice a month with your Campus Staff Team.
- Meet once a month with the StuCo Staff Team.
- Monthly participation in Leadership Community.
- Participate in weekly StuCo Teaching Team Meeting.
- Attend All-Staff meetings and retreats.
- Attend and participate in StuCo events - Jr Hi Camp, Missions trips, Blast etc.

Qualifications

- Commitment to COMMUNITY's philosophy of ministry and mission of helping people find their way back to God.
- Campus Directors are moving towards maturity in the 3C's: Celebrate, Connect, Contribute.
- Experience in developing and training adult leaders.
- Experience in leading and working with students.
- Campus Directors must have a completed application, background check, 2 reference forms, W-4 Form, and direct deposit form on file.

What a Win Looks Like

Overall Measurable:

- Celebrate Attendance: 10% of Campus
- Connect Attendance: 75% of Students
- Contributors: 50% of student population
- Measurable: 50% of groups have an apprentice leader.
- Measurable: 50% of average StuCo attenders are 3C Christ-Followers.
- Measurable: 50% of small groups are reproducing each year.

Keys to Winning

Create an Inviting Environment

- Develop and oversee welcome team that will make ensure that students get connected relationally through the night.
- Develop and oversee welcome team that will make ensure that students get connected relationally through the night.
- Develop and oversee hospitality team that will provide food on a weekly basis to create further opportunity for community.
- Develop and oversee Environment Design team that will help set up and tear down the environment on a weekly basis.
- Plan monthly connecting events for students that help connect new students to community.

Establish Engaging Worship

- Work with Campus StuCo Arts Director to recruit a team of tech artists and musicians who can execute the Big Idea weekly.
- Work with Campus StuCo Arts Director to provide a weekly developmental opportunity for students to practice for the services.

Communicate a Relevant Message

- Prepare (yourself or someone else) a few hours each week to deliver the message.
- Use your own story/life experience to bring the message to life.
- Obtain the props necessary to do the visual illustrations in the message.
- Identify a team to evaluate and give feedback for large group communicators
- Communicate objectives to small groups leaders so that they can drive home the message.

Facilitate Life-Changing Small Groups

- Recruit and develop a coaches for small groups. Meet 1:1 with coaches twice a month.
- Formulate strategy to connect the unconnected to small groups.
- Formulate strategy to develop 3C Christ followers in small groups.
- Formulate strategy to reproduce each small group each year.
- Help lead skill time at Leadership Community.



STUDENT COMMUNITY CAMPUS DIRECTOR Ministry Role Description

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

Progress Towards Winning

OVERALL ATTENDANCE:

Celebration Attendance 10/1 = _____
 Celebration Attendance Now = _____
 Celebration Attendance Goal = _____

INVITING ENVIRONMENT

New Students This Month = _____
 New Students Connected = _____
 Last Outreach Event = _____
 Next Outreach Event = _____
 Number of Baptisms = _____

ENGAGING WORSHIP

Recent "Win" in Big Idea Implementation
 Challenge in Big Idea Implementation

RELEVANT TEACHING

How are you growing in your teaching?
 Teaching Apprentice = _____

LIFE CHANGING SMALL GROUPS:

Group Multiplication:
 Number of Groups 10/1 = _____
 Number of Groups Now = _____
 Number of Groups Goal = _____
 Number of New Leaders = _____
 % of Groups w/ Apprentice = _____
 Last Coaching 1:1 = _____
 Next Coaching 1:1 = _____
 Last LC Attendance: _____ Goal: _____

Apprentice Director = _____

The 3C's

Celebrate

- Are you and your family attending regularly?

Connect

- Are you in a small group? Do you need help finding one?

Contribute

- Are you finding fulfillment in this ministry?
- Are you tithing?

Evaluation

WHAT ARE YOU DOING BEST IN YOUR ROLE?

WHAT AREAS DO YOU NEED TO FOCUS ON?

Time Commitment

- Lead Worship or sing once a month.
- Schedule all campus vocalists monthly.
- Follow-up with vocalists after each weekend to encourage and learn from their experiences.
- Attendance at Leadership Community once a month.
- Monthly 1-on-1 meeting with Arts Director.
- Monthly 1-on-1 with Campus Pastor
- Campus Staff Meetings
- Catalyst meeting

Qualifications

- Recruit and develop artists.
- Fill and maintain the Campus artist matrix.
- Develop leaders and coaches.
- Execute the Big Idea.
- Develop and Maintain Tech.

What a Win Looks Like

- More artists are joining the Arts ministry and making it continually better.
- Every artist and technician comes to rehearsal having been properly communicated to by their leader.
- Every artist and technician comes to rehearsal having properly prepared.
- More and more campus artists are being baptized and joining small groups.
- Every staff, coach and leader has an apprentice.
- The Campus Arts Director will meet 1-on-1 with their top level coaches and leaders once a month.
- The weekend services are executed with only minor mistakes.
- All broken or damaged equipment has been repaired or replaced in a timely manner.
- The campus Arts schedule is full and includes new artists apprenticing.
- Central catalyst BIG IDEA products are executed every week at the campus level.

Keys to Winning

- Know how many new artists have joined the ministry each month in each serving area.
- Follow up when artists or techs do not show up to rehearsal, come unprepared, or a break down in communication occurs between the artist and their leader.
- Be aware of how many leaders and artists to are 3C Christ-Followers and help those that aren't get there.
- Encourage every staff, coach and leader to be developing an apprentice.
- Meet 1-on-1 with top level coaches and leaders once a month.
- Follow up with campus arts leaders on any mistakes that occurred during the weekend services.
- Report any broken or damaged equipment quickly so it can be repaired or replaced in a timely manner.
- Review the campus Arts schedule to make sure it is full and includes new artists who are apprenticing.
- Meet with leaders and cast the vision of recruitment and reproducing to prepare for reproducing of a service or campus.
- Central catalyst BIG IDEA products are executed every week at the campus level.
- Be informed and up to date on the BIG IDEA product for the week and communicate that to the Campus Team.

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

Progress Towards Winning

RECRUIT AND DEVELOP ARTISTS

- Have you found new artists? How can I help you find new artists?
- How are you encouraging your leaders to recruit?
- What new pools could we draw artists from?

FILL AND MAINTAIN THE CAMPUS ARTIST MATRIX

- What challenges do you see coming up with next month's schedule?
- Where do you need help this week?

DEVELOP LEADERS AND COACHES

- Who are the new possible leaders that you see potential in?
- Do you have an apprentice?

EXECUTE THE BIG IDEA

- Tell me about the Big Idea next week. What do I need to know?
- What is the next step for our campus to take excellence to the next level?

DEVELOP AND MAINTAIN TECH

- What equipment issues have we had lately and how are we dealing with them?

OTHER KEY QUESTIONS

- How are you developing in your non-speciality arts?
- Are you feeling successful? How can I help you feel successful?
- What are you dreaming for our campus right now?
- Looking at the Campus Matrix, what goals do you think we should set for artists?

The 3C's

Celebrate

- Are you and your family attending regularly?

Connect

- Are you in a small group? Do you need help finding one?

Contribute

- Are you finding fulfillment in this ministry?
- Are you tithing?

Evaluation

WHAT ARE YOU DOING BEST IN YOUR ROLE?

WHAT AREAS DO YOU NEED TO FOCUS ON?

Time Commitment

- 40 hours per week
- Monthly Leadership Community
- 1:1 with Adult Ministry Director
- Monthly all-staff meeting
- Whatever it takes to get the job done!

Qualifications

- Jesus centered life (I Tim 3:1-13)
- Humble / Teachable (Philippians 2:1-4)
- Committed to the mission of helping people find their way back to God through small groups.

What a Win Looks Like

REPRODUCING LEADERS AND GROUPS:

- Up to 12 small group coaches and one apprentice director are being developed.
- Each Group Leader is launching new leaders and groups every 18-24 months.
- Coaches are meeting with Directors for monthly 1-1's and Leadership Community huddles.
- Director is directly observing their coaches in coaching activities.
- Coach feels partnered with Director to develop the groups in their huddles.
- New leaders are being equipped through Turbo Groups.
- Recruit apprentice leaders to partner with existing small group leaders.

CONNECTING THE UNCONNECTED:

- Director is inviting unconnected into groups.
- Unconnected are being connected through regular scheduled events like Connecting Point, Group Link, or similar.
- Coaches and Leaders are being equipped and encouraged to make active plans to Connect the Unconnected.

DEVELOPING 3C CHRIST FOLLOWERS:

- Leaders feel equipped to facilitate group conversations that lead to life change in group members.
- Group members are taking next steps as 3C Christ Followers (i.e. baptisms, contribute..)
- Groups show signs of growth in compassion and generosity.

Keys to Winning

REPRODUCING LEADERS AND GROUPS:

- Consistently communicate a reproducing vision to small group coaches and leaders.
- Recruit and develop small group coaches, leaders and apprentices.
- Establish coaching relationship with all coaches, meeting monthly for 1-1 and facilitating Leadership Community.
- Equip Coaches to lead Turbo Groups.
- Facilitate small group leader training as required.
- Provide input to Champion and Catalyst for best practices and leadership development content.

CONNECTING THE UNCONNECTED:

- Equip and encourage groups to invite unconnected into the small group.
- Equip and Encourage coaches to work with groups in provide a welcoming environment for new people.
- Lead grouping events designed to welcome new people (i.e. Connecting Point, GroupLink, neighborhood parties, etc.)
- Develop and execute connecting strategies to constantly increase number of people connected.

DEVELOPING 3C CHRIST FOLLOWERS

- Work through coaches to Equip and Encourage leaders in effective facilitation of small group times.
- Equip Coaches to challenge leaders in spiritual development of those in their groups.
- Provide care for small group coaches and their groups through prayer, social interaction, and care for special needs.
- Encourage group leaders to track their group's Next Steps as 3C Christ Followers in the 3CMS database.
- Participate in writing the Big Idea discussion guide for small groups on a rotating schedule with other Directors and volunteers.

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

Progress Towards Winning

REPRODUCING LEADERS AND GROUPS

Review Coach and Leader Progress Towards Winning

GROUP MULTIPLICATION:

Number of Groups 10/1 = _____

Number of Groups Now = _____

Number of Groups Goal = _____

% of Groups w/ Apprentice Actual = _____

% of Groups w/ Apprentice Goal = _____

% of Groups Coached = _____

Apprentice Director = _____

LAST LC ATTENDANCE _____ GOAL: _____

TURBO GROUP PLANS _____

CONNECTING THE UNCONNECTED

Review Coach and Leader Progress Towards Winning

Number Connected 10/1 = _____

Number Connected Now = _____

Number Connected Goal = _____

CONNECTING POINT OR OTHER CONNECT EVENTS

DEVELOPING 3C CHRIST FOLLOWERS

Review Coach and Leader Progress Towards Winning

Baptisms YTD: _____ Goal: _____

Core Courses: _____ Goal: _____

New Contributors: _____ Goal: _____

New Leaders: _____ Goal: _____

The 3C's

Celebrate

- Are you and your family attending regularly?

Connect

- Are you in a small group? Do you need help finding one?

Contribute

- Are you finding fulfillment in this ministry?
- Are you tithing?

Evaluation

REPRODUCING LEADERS AND GROUPS

- Do small group coaches, leaders and their groups embrace the vision of being a reproducing group?
- How many groups are actively developing apprentice leaders?
- When was the last time you met with your coaches? What did you discuss?
- How are you using your Leadership Community time and other formal training events?

CONNECTING THE UNCONNECTED

- Are new people being invited into groups? Are they attending? Why or why not?
- Are your groups participating in any events designed to connect new people into the group (i.e. Connecting Point, BBQ Party, Social)? How did it go?
- How effective are your connecting events in connecting new people?
- Are the groups providing effective hospitality?

DEVELOPING 3C CHRIST FOLLOWERS

- Are small groups a place where life change is taking place?
- Are people in groups consistently taking next steps as 3C Christ Followers? Are they being tracked in the database?
- What are the groups doing to serve and reach out to others outside of the group?



COMMUNITY 4:12 CAMPUS COORDINATOR

Ministry Role Description

Time Commitment

- 10 - 20 hours/week, including:
- Meet 1-1 once/month with your Campus Pastor
 - Meet 1-1 once/month with Community 4:12 coach
 - Meet twice/month with your campus team
 - Meet as needed with global ministry team
 - Meet once/month with Community 4:12 Campus Coordinator Team
 - Meet once/month Community 4:12 Huddle--- Regionally
 - Monthly participation in Leadership Community
 - Monthly participation in All-Staff meetings and other meetings/retreats as necessary

Qualifications

- Commitment to Community 4:12's philosophy of ministry.
- Understanding of community development and the three levels of service we seek to provide—charity, empowerment, development.
- Strong communication & people skills—preferably w/ strong connections to local/campus community
- Ability to work with wide variety of people.
- Ability to develop and lead volunteers.
- Flexibility in schedule to participate in campus and team meetings during the week.
- Heart and passion for the poor and marginalized.
- Adherence to CCC's Leadership Expectations.

What a Win Looks Like

- The Campus Coordinator is recognized as the visible leader of Community 4:12 Global ministry to the 20% locally and globally.
- Campus attenders are participating in Level 1 and Level 2 service opportunities.
- Community 4:12 is playing a vital role in the campus strategy of reaching out to the surrounding community and to under-resourced communities locally and globally.
- New contributors are consistently added to the Community 4:12 team.
- New leaders developed to ensure continual ministry growth & adequate care of volunteers.
- Operational procedures, systems, and communication are operating smoothly.

Keys to Winning

- Ensuring campus participation in C4:12 and global ministries, beginning with Level 1 (charitable) and progressing to Levels 2 (empowerment) and 3 (development).
- Making connections in the community with other churches, agencies, organizations, and/or businesses that can partner with C4:12 to advance common service goals by providing technical, personnel and/or financial support.
- Identifying Level 1 service opportunities in local community.
- Connecting volunteers with Level 2 & 3 service opportunities developed by Community 4:12 Directors in under-resourced communities
- Assisting global ministry director in promoting global ministry (including international service trips).
- Serving as the first point of contact for new C4:12 and global ministry volunteers.
- Identifying and developing C4:12 leaders.



COMMUNITY 4:12 CAMPUS COORDINATOR

Ministry Role Description

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

Progress Towards Winning

DEVELOPING LEADERS AND COACHES

- Who are the possible leaders you are recruiting?
- Do you have an apprentice?

PROVIDING MEANINGFUL COMMUNITY DEVELOPMENT SERVICE OPPORTUNITIES

- What new programs or opportunities are you working on or dreaming about?
- Are your activities staying focused in the target community?
- How are you promoting level 1, 2, and 3 opportunities?

NETWORKING AND RELATIONSHIP BUILDING

- Who are you meeting with in the focus community on a regular basis?
- Who do you want to begin working with?

ENGAGING WITH GLOBAL MINISTRY

- What global opportunities are you promoting and encouraging?

BUILDING MINISTRY WITH THE 20% INTO CAMPUS DNA

- How are you connecting with the other campus staff and encouraging them to think about engagement with the poor locally and globally?

The 3C's

Celebrate

- Are you and your family attending regularly?

Connect

- Are you in a small group? Do you need help finding one?

Contribute

- Are you finding fulfillment in this ministry?
- Are you tithing?

Evaluation

WHAT ARE YOU DOING BEST IN YOUR ROLE?

WHAT AREAS DO YOU NEED TO FOCUS ON?

Time Commitment

- 10 hours
- 1:1's with Campus Pastors
- 1:1 with Movement Leader
- Network meeting with all Campus Pastors
- Monthly Network Leaders Meeting

Qualifications

- Meets COMMUNITY's Leadership Expectations.
- Passion for helping people find their way back to God.
- Spiritual gifts that build up the church along the lines of Leadership, Apostleship, Teaching, Prophecy, etc. (1 Corinthians 12).
- Leads well on the home front.
- Humble
- Strong Communicator
- A Person of Action
- Competent, Confident and Above Reproach
- A person of encouragement
- Spirit-led

What a Win Looks Like

Much of what takes place in a healthy and thriving Network aligning with God's Spirit cannot be easily measured—things like life change, genuine community, and people growing closer to the heart of God. The following "wins" are celebrated regularly at each campus in a thriving network:

CELEBRATE:

- Weekend attendance is consistently growing.
- Baptisms are celebrated each month.
- Growth guide classes have consistent attendance and move people towards regular celebration of God in their every day lives.

CONNECT:

- Small group attendance is growing in total connected and percentage of attenders connected.
- Small groups are consistently reproducing new leaders and groups.
- Examples and stories of life change are coming out of small groups.

CONTRIBUTE:

- More people are contributing with their time/talents by serving on teams.
- People are growing towards tithing and beyond in their financial contributions.
- People are actively involved in serving and relationship building with the under-resourced through Community 4:12 and campus specific initiatives.

REPRODUCING:

- The campus is reproducing leaders, artists, and small group leaders.
- Additional celebration services are being reproduced.
- The campus is moving towards reproducing another campus/church plant.

Coaching Questions

1. How are you?
2. What are you celebrating?
3. What Challenges are you facing?
4. How will you tackle those challenges?
5. How can I help you?
6. How can I pray for you?

The 3C's

Celebrate

- Are you and your family attending regularly?

Connect

- Are you in a small group? Do you need help finding one?

Contribute

- Are you finding fulfillment in this ministry?
- Are you tithing?

Keys To Winning

STRATEGIC PLANNER:

- Leads each campus pastor in the network to accomplish a unified vision: one church, one big idea, one staff, with multiple locations.
- Leads each campus pastor to develop and implement campus-specific initiatives and objectives to further the mission of hpftwbtG and growing 3C Christ followers. (1 pg. KO sheet)
- Key questions: Am I and my team keeping in mind the big picture and vision of CCC when making decisions at a Network level? How are we progressing with our Key Objectives?

TEAM LEADER:

- Primary leader, developer and care giver for each campus pastor
- Leads campus participation in Leadership Community using specific breakouts to cast vision and measure progress.
- Key Questions: Where are my teammates winning and what challenges can I help/pray about?

TALENT SCOUT:

- Adventurously challenging individuals to lead... encouraging the use of spiritual gifts and talents that God has placed within them to be maximized for God's glory.
- Key Question: When was the last time I sat down with a campus pastor and said, "ICNU?"

QUALITY MANAGER:

- Partners with other Network leaders, Champions, and Catalyst to ensure standards of excellence are in place and implemented.
- Continually balancing the desire for consistent quality while developing adequate numbers of leaders and artists.
- Key questions: When was the last time I met with other Network leaders, Champions, and Catalyst to review/discuss standards of excellence? What the balance between achieving consistent quality and developing leaders and artists?

Evaluation

WHAT ARE YOU DOING BEST IN YOUR ROLE?

WHAT CHALLENGES ARE YOU FACING?

New Campus Media Arts Equipment



Every campus (for adults, students, and kids) needs the ability to playback videos and media provided by the catalyst. At its most basic level, this requires a computer, a projector, and a screen.

Computer

The Media Catalyst provides still images as JPEGs with dimensions of 1280x720 and videos in Quicktime H.264 at 1280x720. We recommend using a Mac running ProPresenter. The kind of Mac will vary, but generally any mid-range iMac or MacBook Pro will work well. The most important variable is the graphics card, so be sure to buy a Mac with a dedicated graphics card. Current MacBook, Macmini, and 13" MacBook Pro's have integrated graphics cards (bad) - 15" MacBook Pro, iMac, and MacPro have dedicated graphics cards. Purchase your Mac through the Willow Creek Apple Store for the non-profit discount and tax exempt order: <http://store.apple.com/AppleStore/WebObjects/BusinessCustom?qprm=187420>

You can purchase a license for ProPresenter directly from Renewed Vision's web site. <http://www.propresenter.com/>

We recommend connecting your Mac to the projector using a VGA or DVI connection. DVI is better than VGA. Other connections are comparatively poor quality. See Cables and Distance below.

Projectors and Screens

As for projectors and screens, we recommend a projector capable of accepting VGA or DVI computer signals and displaying a widescreen 16:9 or 1280x720 image. Often, projectors with an aspect ratio of 16:10 are less expensive than those with 16:9 widescreen. All our content is 16:9, but a 16:10 projector will not distort the image enough to justify the increased cost. So either 16:9 or 16:10 ratios are acceptable for the projector, but you will still want a 16:9 screen even if you have a 16:10 projector.

For the specific installation of your projector, throw distance, lens, screen size, and projector features (like the number of lumens) we recommend asking your sales rep or other Arts Directors for advice as these options vary widely depending on the facility. Overall, we do not recommend Eiki projectors and have had lots of issues with them. Panasonic seems to offer the best combination of quality, brightness, and reasonable prices.

Cables and Distance

If there is a long distance (more than 50 feet) between your Mac and the projector, you may need an amplifier or splitter to boost the signal. This amp should be placed closest to the source signal (your Mac). Kramer makes high quality amplifiers and splitters for this purpose. Another option if you're using DVI is to use an Ethernet based DVI converter, which allows you to run Ethernet cable (CAT 6) to your projector. Ethernet cable is much cheaper and can go longer distances. However, we've had mixed experience with this solution. Be sure to talk to someone else who has done it before and only buy good quality (expensive) DVI to Ethernet converters.

Portable locations experience the most problems because their equipment is under constant stress from setting up and tearing down each week. VGA and DVI cables both have small pins which can bend and break. If you're using VGA, consider using an RGB5 cable (if your projector has 5-BNC connectors for this purpose). The BNC connectors on an RGB 5 cable are much more durable than a regular VGA cable. If using DVI, consider using the Ethernet solution mentioned previously.

For a detailed list of all of these items, please see the New Campus Equipment List in this guide.

New Campus Equipment List



Item	Description	Quantity	Cost	Total
CREATIVE ARTS				
Ministry Champion	Eric Bramlett - ericbramlett@communitychristian.org			
Vendors				
	Guitar Center - Contact (Ryan Terrill)			
	Apple Equipment (Computers, etc...) Willow Creek Apple Webstore - http://store.apple.com/AppleStore/WebObjects/BusinessCustom?qprm=187420			
	Innovative Systems (Pipe and Drape) /www.innovative-sys.com			
	Projectors and Screens - www.projectorpeople.com - Contact (Sarah Buss)			
	Video Cables/Accessories - Full Compass - Contact (Vicki Harper) fullcompass.com			
Staging				
SEC-0100-04X8-5-0	4' x 8' Stage 100 Deck (Grd Pepper Gray Carpet) - incl. Leg Storage Clips	4		
SEC-0100-1016-2-0	4-Leg Set (16") w/Adjustable Feet	4		
	6' X 8' Stage Right Portable Staging	8		
	4' X 8' Stage Right Portable Staging	2		
Pipe and Drape - Innovative Systems, INC				
	24' Adjustable Uprights	8		
	Crossbars	7		
	3' Drape Sections	28		
	Bases	8		
Audio				
Facilities will dictate need for audio support. Refer to champion for support.				
Yamaha LS9 32 channel	32 Channel Digital Soundboard	1	8,500.00	
Mackie SA1521Z	2-Way 15" Active PA Loudspeaker	2		
Mackie SWA1801Z	18" 900W Active PA Subwoofer	2		
	Mounting Pole for Mackie PA	2		
LIT-G-18	Detachable 18" Gooseneck Console Lamp	1		
Video				
Facility will dictate need for different screen size, projector lumens, additional video support.				
Panasonic PT-D6000US	DLP 6500 Lumens 2000:1 Contrast Ratio	1	8,000.00	
Panasonic Additional Lens (Optional)	Optional Lens (Dependant on throw distance)	1	2,000.00	
United Visual Proj-Screen	9' X 12' Da-Lite High Contrast Da-Tex Surface Rear Projection Deluxe Complete Screens	3		
SHIP	Projector Screen Shipping	1		
Apple	iMac (see media arts section of New campus start up guide)	1	1,500.00	
	Cabling - refer to media arts section of campus start up guide.			
Microphones & Interfacing				
Shure ULXP24/BETA87C	ULX Handheld Transmitter w/Beta 87C Microphone UHF Wireless System	1		
Shure SM11	Miniature Dynamic Lavalier Microphone	2		
Shure E6i	Countryman Earset Omnidirectional Microphone - For CP	1		
SHU-BETA-58A	Shure Premier Dynamic Vocal Microphone	2		
SHU-SM57-LC	Shure Cardioid Dynamic Instrument Microphone	2		
ULT-15078	MC-87 Microphone Stand (Stacks 6 High)	12		
KM-21110.500	KM-21110B Extension Microphone Boom	6		
ULT-12970	25900B Tripod Mic Stand Low - Telescoping (14" - 25") w/Telescoping Boom (18" - 30") for Bass Drums or Special Use	1		
HOR-SL-1	Passive Direct Box	6		
HOR-STL-1	Passive Direct Box (Stereo)	1		
SHU-ULXP24/BETA87C	ULX Handheld Transmitter w/Beta 87c Microphone UHF Wireless System	1		
SHU-ULXS-14	Shure ULX Standard Series Wireless System w/Bodypack and WA302 Instrument Cable	2		
SHU-ULX2/BETA58	Shure ULX Handheld Transmitter w/Beta 58 Microphone Wideband UHF (470-900 MHz) Active Antenna and Power Distro for ULXP & ULXS	1		
	Mounting Bracket and BNC Adapter for Remote Antenna	1		
Monitor System				
Aviom A-16R	Personal Mixer, Rackmount	6		
Aviom A-16CS	Control Surface	6		
Aviom A-16II	Personal Mixer	2		
Aviom A-16D PRO	8-Way A-Net Distributor w/ Power	1		
Aviom AN-16/i	Input Module	1		
Aviom EB-1	Extension Bracket for Mounting Stand	3		
Aviom MT-1	Monitor Mounting Stand	8		
Shure PSM 900	Wireless Transmitter for Shure PSM 900 In-Ear Monitoring System	2		
Cat-5e	Network Cable			
Instrumental				
Zildjian Cymbal Pack	20" Ride, 18" Fast Crash, 16" Fast Crash, 14" Hi-Hats	1		
Zildjian Super Cymbal Bag	Cymbal Bags	1		
Pearl P-2000	Single Kick Drum Pedal	1		
Roc-N-Soc	Drum Throne	1		
Drum Mic Kit	Shure DMK57-52 Drum Mic Kit	1		
Cal-Mil 5x2	5' x 2' Acrylic 5-Panel Drum Shield	1		
Yamaha S08	88 Weighted Key Synthesizer	1		
ProLine PL-400	Double X-Braced Keyboard Stand	1		
Yamaha FC4	Piano-Style Sustain Pedal w/ Integrated 6' Cable	1		
Ampeg BA115	100W 1x15" Tilt Back Bass Combo Amplifier	1		
Line 6 POD	Line 6 POD X3 Live	1		
PDP Drum Kit	PDP by DW Drum Kit	1		
Lighting				
Lighting needs will be dictated by the facility. Consult with Arts Champion on lighting equipment.				
Accessories				
MID-TD3	Rack Drawer (3 sp) - Black Texture Finish	1		
PE-R1268/1UK	Blank Rack Panel (1 Space)	3		
MID-VT1	MPS Vent Panel	1		
MID-EB-2	Blank Rack Panel (2 Space)	5		
MID-LBP-1R-EA	Round Cable Lacing Bar w/ Velcro Ties	16		

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New Campus Equipment List



Item	Description	Quantity	Cost	Total
ACE-512524	6 Outlet Power Strip (Metal Case) w/ Surge Suppression	6		
DH-512524	6 Outlet Power Strip (Metal Case) - Inside Rack	1		
REA-33-2055	Digital SPL Meter	1		
SON-MDR-7502	Sony Closed-Ear Dynamic Headphones	1		
CRA-M3	PCI Flashlight	1		
ET-628	White Spike Tape - 1/2" x 30' Roll	1		
KM-11888.277.55	Folding Black Aluminum Music Stands	6		

Soundgear Storage

	Carpet-Covered expanded mixer case, extra foam, rear rack rails, all related hardware and castors	1		
	Carpet covered amp case, rails, castors, all hardware and related components	1		

Outboard Gear

DBX-DRPA	DBX Drive Rack PA Digital EQ/Crossover/Feedback Eliminator/Compressor	1		
DBX-RTA-M	RTA Microphone w/Clip & Case	1		
DBX-215	Dual 15 Band Graphic EQ (1 rack space)	3		
LEX-MPX-1	Stereo Multi-Effects Processor. Full Strength Reverb all the time with up to 5 effects at once	1		
TAS-CD160	Tascam Rackmountable CD Player w/Pitch Control	1		
PSN-ACP88	Presonus 8 Channel Compressor/Gate	1		
FUR-PL8-11	Furman Power Conditioner w/ Dual LED Light Bars	2		
FUR-M-8	Merit Series Power Conditioner	1		

Snake

HOR-28-8-125QQ	28 Input 8 Output Snake - 125 feet	1		
HOR-REM1sp-8N	Remote Speaker Outputs to 1 space rack panel	1		

Cords and Cabling

HOR-NBLZG-010	Quad Mic Cord - Black Neutrik Ends w/ Gold Contacts 10'	6		
HOR-NBLZG-025	Quad Mic Cord - Black Neutrik Ends w/ Gold Contacts 25'	10		
HOR-NBLZG-050	Quad Mic Cord - Black Neutrik Ends w/ Gold Contacts 50'	2		
HOR-HBGS-10	Instrument Cord - 10'	4		
HOR-HBGS-20	Instrument Cord - 20'	4		
HOR-14-025N4N4	14/2 Speaker Cord - 25' (Neutrik Ends)	6		
HOR-14-050N4N4	14/2 Speaker Cord - 50' (Neutrik Ends)	4		
SJO-14/3PRM025	14/3 Black SJO Extension Cord (25') w/Premium Ends	3		
SJO-14/3PRM050	14/3 Black SJO Extension Cord (50') w/Premium Ends	3		
RT-06-GN	Rip-Tie 1/2" x 6" Cable Tie - Green (for 10' cables)	7		
RT-08-BK	Rip-Tie 1/2" x 8" Cable Tie - Black (for 25' cables)	26		
RT-12-BL	Rip-Tie 1/2" x 12" Cable Tie - Blue (for 50' + cables)	9		
HOR-HC-6	6' Patch Cord - 1/4" to 1/4" (Wireless & EFX)	8		
HOR-LZ-06	6' Patch Cord - XLR to XLR (To EQ/AMPs)	12		
HOR-RCA-06CP	6' Patch Cord - RCA to 1/4" (CD/CDR)	4		
HOR-BLC-006MS	6' Patch Cord - XLR-M to TRS (Aux to EQ)	6		
HOR-HYS-P-06	6' Insert Cable - TRS to Two 1/4" (Compressor)	8		

First Impressions

Ministry Champion	Doug Leddon - dougleddon@communitychristian.org			
Vendors	Park Vending / parkvending.com / 800.690.8907 Cokesbury / cokesbury.com / Communion Supplies Sign-O-Rama - need contact info			

Usher/Greeter

AC-RW-508A	Whole Body Communion Tray - 12' (Silvertone)	8		
AC-RW-501A	Communion Tray cover - 11' (Silvertone)	2		
AC-RW-77	Disposable Communion Cups - 1000 ct Box	2		
AC-RW-525	Communion Cup Filler	2		
	Communion Bread			
	Communion Juice			
	Dollies (Bread Tray)	50		
	4 ft Table	4		
	36" round usher table	2		
	Greeter Displays	4		
	Pens (20 Pack)	10		
	Bread Tray	8		
	Communion Tray	8		
	Flashlight	1		
	Door Stops	8		
	First Aid Kit	1		

Hospitality

NEW-AKH-AP	Pourover Airpot Brewer (No Water Jacket)	2		
NEW-MAG-LBLS	Magnetic Airpot Labels - 4 Regular, 2 Decaf, 1 Hot Water, 2 Blank (Flavors Also Available)	1		
NEW-110985	Extra Brew Funnels (1 Per/Flavor) - For 2004 Model	3		
AP-FNL-LBL	Waterproof Brew Funnel Labels - Set of 4	1		
NEW-101014-I	Skale Klean (1.75 oz pkt)	1		
GFS-FIL116637	Filters (5000 ct) - Large Size for Brewer	1		
RT-12-BL	Rip-Tie 1/2" x 12" Cable Tie - Blue (for 50' + cables)	1		
NLS-355	Werner 5' Aluminum Step Ladder, Type 2 commercial Rating	1		
	Coffee Pot 60 Cup	2		
	Water cont. 5 gal.	1		
	Water cont. 2.5 gal.	1		
	Trays (square)	10		
	Table Cloths			
	Clips (Table)	100		
	Plastic Covers			
	Coffee Signs (various)	8		
	Extension Cords	4		
	Power Strips	3		
	Knives (metal)	4		
	Utensils (serving)	8		

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New Campus Equipment List



Item	Description	Quantity	Cost	Total
	Table - fake sugar	2		
	Table - Garbage Can	4		
	Table - Napkin Hold	4		
	Table - Stirrer Holder	4		
	Misc Tupperware Box	4		
	Coffee			
	Tea			
	Hot Chocolate			
	Sugar			
	Creamer			
	Sugar (sweet/low)			
	Lemonade			
	Cookies			
	Dish Soap			
	Towels			
	Cups (hot)			
	Cups (cold)			
	Lids (hot)			
	Napkins			
	Stirrers			
	Dollies (Trays)			
	Filters (coffee)			
	Vanilla/Cinnamon			

Resource Table

	Plastic Stands	8		
	Welcome Bags	250		
	Paper insert (bags)			
	Campus Welcome Guide / contact Sherry Gossman or Tom Greever			
	3C Journals - Adults, Students, Kids / Order from Solid Impressions			

Interior Signs (See Suggested Sign Package in New Campus Start Up Guide)

	Directional at Entrance			
Kid's City Wayfinding Corridor Signs				
	Uptown - Club 45 (1st - 5th Grade) over Bus Check-in Table			
	Wiggleway - Jumpstreet (Infants - K's) over Check-in Table			
	Uptown - Club 45 (1st - 5th Grade) with arrow pointing left			
Kids' City Room Signs				
	Jumpstreet (5's - K's)			
	Jumpstreet (3's - 4's)			
	Wiggleway (2's)			
	Wiggleway (Toddlers)			
	Wiggleway (Infants)			
	Uptown (1st - 2nd Grade)			
	Uptown (3rd Grade)			
	Club 45 (Girls)			
	Club 45 (Boys)			

Exterior Signs (See Sign Package)

	A Frame Directional Signage			
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Kids City

Ministry Champion	Cathy Cuny - cathycuny@communitychristian.org			
Vendors	E-bay			
	Sign-a-Rama			
	Discount School Supply			
	Microframe Paging System / www.microframecorp.com			

Wiggleway (Infants)

Infant Care	Changing pad / cover			
	Diapers			
	Baby wipes			
	Disposable gloves & bags			
	Hand sanitizer (for adults only)			
	Kleenex			
	Lysol spray			
	Blankets / Burb cloths			
Toys	Ideas:			
	3 sided mirror			
	Alphabet drum			
	Round bead mover			
	Musical flowers			
	Soft books			
Toys (Cont.)	Lantern toy			
	Rattles			
	Maracas			
	Worm rattle			
	Talking crab rattle			
	Keys			
	Remote			
	Cell phone			
	Small beach ball			
Leader's Bin	Clipboard			
	Pens			
	Safe cleaning spray (for toys)			
	Paper towels			
	Kleenex			
	CD player (extension cord?)			
	CD's			
Room Needs	Pack 'n plays on wheels / sheets?			

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New Campus Equipment List



Item	Description	Quantity	Cost	Total
	Exersaucers			
	Bouncy seats			
	Umbrella strollers			
	Play gym			
	Bumbo seat (for floor use only)			
	Boppy pillow			
	Comforter or pad (for floor)			
	Rocking chairs or gliders			
	Garbage can			
	Outlet covers			
	Security gates (depending on space)			

Wiggleway (Toddlers/2's)

Art	White copy paper			
	Toddler / large crayons			
	Stickers			
Construction	Large plastic blocks			
	Plastic chunky animals (jungle / farm)			
	Little People (or the equivalent)			
	Bulky cars & trucks			
	Small chunky cars			
	Optional: Little people set (farm or similar item)			
Home Living	Dolls (different ethnicities)			
	Doll blankets / bottles / bibs			
	Play dishes			
	Table cloth			
	Optional:			
	Kitchen set (if space allows)			
	Pom Poms			
	Hats (for dress up / pretend)			
Library	Bible story books			
	Flap books			
	Chunkybooks - bright and colorful			
	Chunky puzzles			
	Optional:			
	Books depicting different nationalities			
	Pillows			
Manipulatives	Ideas:			
	Big Legos / Bead movers			
	Square / rectangle shape sorter			
	Square block stacker			
	Musical guitar / Piano			
	Pop up game / Stacking cups			
	Duck pull / Car garage			
	Vacuum / Lawn mower			
	Phone			
Large Group Time	Floor stars or Remnants or Rugs			
Changing	Changing pad & cover			
	Pull-Ups (various sizes)			
	Wipes			
	Disposable gloves & bags			
Leader's Bin	Clipboard			
	Adult scissors / Pens			
	Painter's tape			
	Hand sanitizer (for adults only)			
	Antibacterial wipes (for tables & toys)			
	Roll of paper towels			
	Kleenex			
	Baby wipes			
	Noise makers / instruments (such as bells, tamborines, shakers, small bongo drums)			
	Bubbles			
	"Beginners Bible"			
	"First Virtues for Toddlers" bible			
	CD player (extension cord?)			
	"Touch the Sky" CD			
	Other Toddler/2's CD's			
	Cheerios or Rice Chex & cups			
	For Art Area (adult control):			
	Colored construction paper			
	Bottles of glue			
	Glue sticks			
	Stickers			
	Staplers			
	Hole punches			
	Scotch tape			
Room Needs	Teacher table			
	Kids size tables / chairs			
	Garbage can			
	Wagons for evacuation			
	Outlet covers			

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New Campus Equipment List



Item	Description	Quantity	Cost	Total
	Depending on Space:			
	Security gates			
	Play panels or tents			

Jumpstreet (3's, 4's, 5's - K's)

Art	White copy paper			
	Washable markers			
	Crayons			
	Colored pencils			
	Glue sticks			
Construction	Large wooden blocks			
	Plastic animals (jungle / farm)			
	Little People (or the equivalent)			
	Trucks / Dumptrucks / Bulldozers			
	"Hot Wheels" type cars			
	Optional: Legos			
Home Living	Dolls (different ethnicities)			
	Doll Blankets / bottles / bibs			
	Play food			
	Play dishes			
	Optional:			
	Kitchen set (if space permits)			
	Table cloth			
	Play beads / jewelry			
	Pom poms			
	Hats (for dress up / pretend)			
Library	Bible story books			
	Flap books			
	Early reader books			
	Puzzles			
	Optional:			
	Books depicting different nationalities			
	Lacing cards			
	Pillows			
Large Group Time	Floor stars or Remnant or Rugs			
Leader's Bin	Clipboard			
	Adult scissors			
	Pens			
	Painter's tape			
	Hand sanitizer (for adults only)			
	Antibacterial wipes (for table, toys)			
	Roll of paper towels			
	Kleenex			
	Baby wipes			
	GBTG container ?			
	Mystery box (for curriculum)			
	Noise makers / instruments (such as bells, tambourines, shakers, small bongo drums)			
	"Beginner's Bible"			
	CD Player (extension cord?)			
	Preschool CD's			
	For Art Area (adult control):			
	Colored construction paper			
	Bottles of glue			
	Stickers			
	Staplers			
	Scotch tape			
	Children's scissors			
	Hole punches			
Room Needs	Teacher's table			
	Kid size table / chairs			
	Garbage can			
	Ropes for evacuation			
	Depending on space:			
	Security gates			
	Play panels or tents			
	Carpet under tents			

Uptown / Club 45 (1st - 5th Grade)

Bible Bin	6+ Bibles		4	
Leader's Bin**	Markers			
	Crayons			
	12 Colored pencils			
	12 Pencils			
	1 Stapler			
	1 Box of staples			
	6+ Pairs of scissors			
	6+ Bottles of glue			
	6+ Glue sticks			
	6+ Hole punches			
	3+ Rolls of transparent ("Scotch") tape			
	1 Roll of blue painter's tape			
	1 Roll of masking tape			

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New Campus Equipment List



Item	Description	Quantity	Cost	Total
	10+ Clipboards (to use when writing if the group sits on the floor)			
	1 Kleenex			
	Pens (for adults)			
	Depending on space:	4		
	Leader table	4		
	Pencil sharpener	4		
	Rug or remnant for small group gathering			
	Garbage can			
	**These supplies are for a group of 10. Adjust accordingly	4		

Welcome / Security

	Check in computers / printers			
	Labels for printers			
	Pager system or use ProPresenter System			
	Number security badges			
	Nametag stickers			
	Small containers for security badges			
	Fun / colorful pens			
	Clipboards with family information forms			
	Postcards for new families			
	Small group registration forms			
	New leader folders			
	Leader badges			
	Depending on space:			
	Signs for sign-in area?			
	Building / room map			
	Welcome table/ tablecloth or welcome bus			

Miscellaneous

	Ladder			
	Step Stool			
	Table for Leader Information			
	Tools			
	Batteries (AA, C, D)			
	Outlet Covers			
	Digital Camera			
	Vacuum			
	First Aid Kit			
	Vomit Kit (kitty litter, rubber gloves, plastic scoop, paper towels, brush, carpet cleaner)			

Optional (Depending on space)

	10' x 20' Pop-Up Tents (to make groups/rooms)			
	Bases (Pipe and Drape)			
	Uprights (Pipe and Drape)			
	Crossbars (Pipe and Drape)			
	Drapery (Pipe and Drape)			
	Carpets/Mats for Floor			
	Dividers or Play Panels to separate areas			
	Big Tents, Small Tents, Tunnels (for open areas or play areas - younger kids)			

Large Group (Kids City Creative Arts)

Sign-a-Rama	Teaching Principles Board / Hooks for Wall or Tripod	1		
Mackie DFX12	12 x 2 Channel Mixer w/ Effects	1		
	Computer - Mac with ProPresenter. Any mid-range iMac or MacBook Pro with Dedicated Graphics Card. Need Adapter for Mini Port to DVI or VGA Adapter. * See details below.	1		
Panasonic	Video Projector. ** See details below.	1	Either Projector OR TV	
	TV - Flat Screen 55" or bigger. LCD 1080P	1		
	Projection Screen (specifics as suggested by projectorpeople.com - Sarah Buss)	1		
	Furman Power Conditioner w/ Dual LED Light Bars	1		
	Shure ULX Standard Series Wireless System w/ WL184 Microflex Supercardioid Lavalier Microphone	1		
	Speakers - BOSE Sticks (portable linear rays)	1 or 2		
*** See details below	VGA or DVI Cable Connection (DVI is better than VGA) to connect Mac to Projector or TV	1		
	1/8" Stereo Cable for Computer to Sound Board	1		
	XLR Cable for Microphone into Sound Board	1		
	50' Cord - XLR to XLR (run from sound board to speakers)	2		
	10' Cable - XLR (wireless mic to sound board)	1		
	* Computer - The Media Catalyst provides still images as JPEG's with dimensions of 1280 x 720 and videos in Quicktime H.264 at 1280 x 720. We recommend using a Mac running ProPresenter. The kind of Mac will vary, but generally any mid-range iMac or MacBook Pro will work well. The most important variable is the graphics card, so be sure to buy a Mac with a dedicated graphics card. Current MacBook, Macmini, and 13" MacBook Pro's have integrated graphics cards (bad) - 15" MacBook Pro, iMac, and MacPro have dedicated graphics cards. Purchase your Mac through the Willow Creek Apple Store for the nonprofit discount and tax exempt order: http://store.apple.com/AppleStore/WebObjects/BusinessCustom?gprmm=187420 . You can purchase a license for ProPresenter directly from renewed Vision's website: http://www.propresenter.com/ . We recommend connecting your Mac to the projector using a VGA or DVI connection. DVI is better than VGA. Other connections are comparatively poor quality. See cables and distance below.			

New Campus Equipment List



Item	Description	Quantity	Cost	Total
	** Projectors & Screens - We recommend a projector capable of accepting VGA or DVI computer signals and displaying a widescreen 16:9 or 1280x720 image. Often, projectors with an aspect ratio of 16:10 are less expensive than those with 16:9 widescreen. All our content is 16:9, but a 16:10 projector will not distort the image enough to justify the increased cost. So either 16:9 or 16:10 ratios are acceptable for the projector, but you will still want a 16:9 screen even if you have a 16:10 projector. For the specific installation of your projector, throw distance, lens, screen size, and projector features (like the number of lumens) we recommend asking your sales rep or other Arts Directors for advice as these options vary widely depending on the facility. Overall, we do not recommend Eiki projectors and have had lots of issues with them. Panasonic seems to offer the best combination of quality, brightness, and reasonable prices.			
	*** Cables & Distance - If there is a long distance (more than 50 feet) between your Mac and the projector, you may need an amplifier or splitter to boost the signal. This amp should be placed closest to the source signal (your Mac). Kramer makes high quality amplifiers and splitters for this purpose. Another option if you're using DVI is to use an Ethernet based DVI converter, which allows you to run Ethernet cable (CAT 6) to your projector. Ethernet cable is much cheaper and can go longer distances. However, we've had mixed experience with this solution. Be sure to talk to someone else who has done it before and only buy good quality (expensive) DVI to Ethernet converters.			
		1		

Student Community

Ministry Champion	Tim Raad - timraad@communitychristian.org			
Vendors				

Miscellaneous

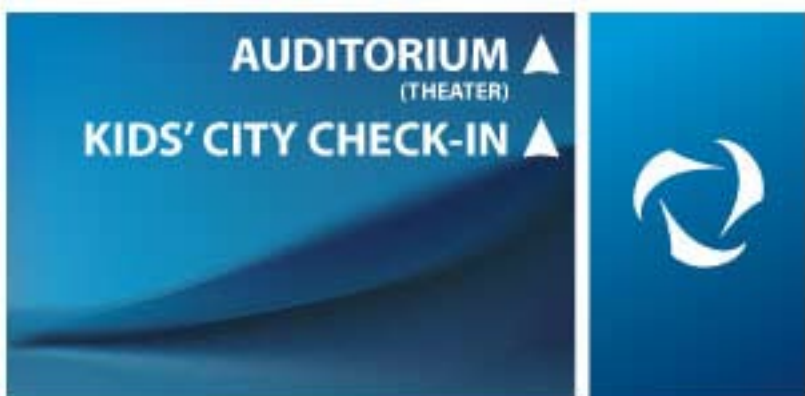
	Video iPod	1		
	iPod Sounddock	1		
	Portable Church Rockband Cart with 47" Vizio TV	1		
	Playstation 3	1		
	Rock Band for PS3	1		
	Dodgeballs	6		

Sample Sign Graphics Package *

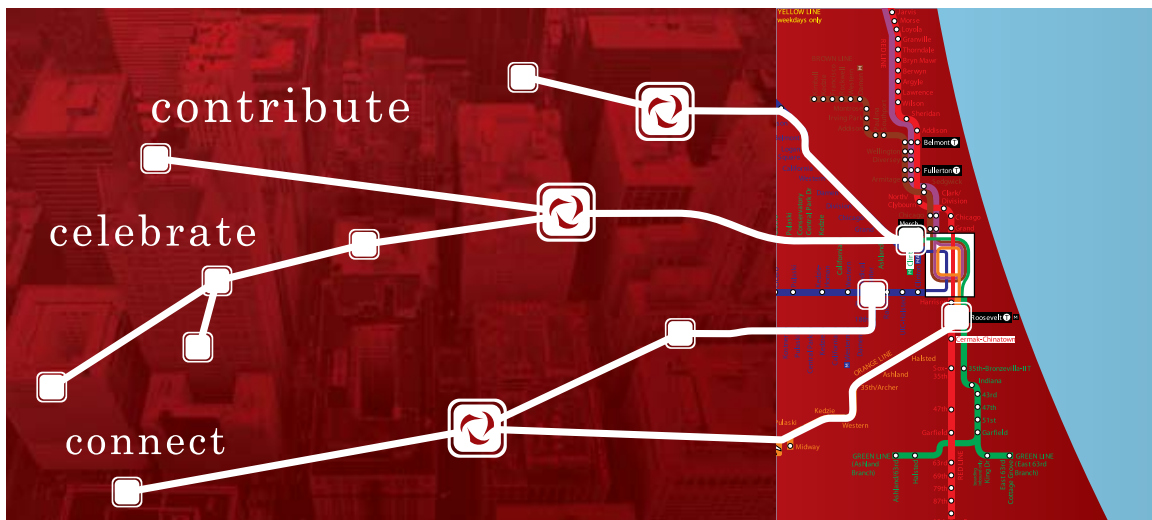


* **NOTE:** For branding guidelines, logo files, most sign files and brochure templates, please visit www.communitychristian.org/branding.

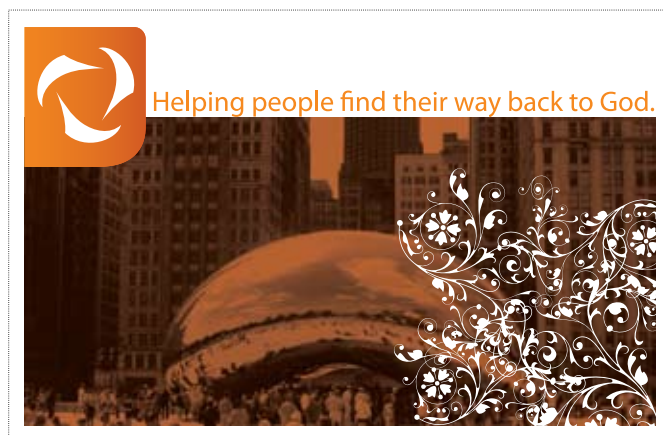
Sign-A-Rama has most of these signs on file. For questions, please contact Tom Greever (tomgreever@communitychristian.org) or Sherry Gossman (sherrygossman@communitychristian.org)



Basic way-finding sign design. Can be made to any size. Arrows are velcro to allow for positioning.



Optional decorative sign. Can be made to any size



Optional decorative sign. Can be made to any size. Customized picture. Available in blue also.

Sample Sign Graphics Package



Kids' City Wall Graphic

This image is fully scalable to any size.



Kids' City Bus Check In Table



Kids' City Way Finding Signs



Sample Sign Graphics Package



Kids' City Room Signs



Outdoor Directional Signs (A-Frame or Windmaster)

38" x 52"



Roll Up Banner Example





Countdown to Launch

Establishing a New Campus for a Multi-Site Church



COMMUNITY
CHRISTIAN CHURCH

Planning the Launch / 10 - 8 Months to Launch

NASA begins planning for each launch of the space shuttle months and even years before the shuttle is ever placed on the launch pad. It is only after rigorous preparation that each launch takes place. We have become so used to seeing the shuttle lift off the ground and bound into outer space that we often take it for granted. We forget all of the months, days and hours of work that were necessary to insure the success of the launch and the safety of the crew.

Launching a new campus takes months, days and hours of preparation just like launching the space shuttle. Numerous months of prayer, preparation and planning must take place if the new campus launch is to be successful. The following document has been developed to guide the planning and preparation during the 10-month period leading up to the launch of a new campus. You should regularly review this checklist to determine the critical agenda items that need to be addressed before moving on to the launch phase. If you skip a key step, it can lead to difficulties leading up to having a successful launch and beyond.

STRATEGIC VISION

PRAYER

- We have spent much time in prayer to hear and see God's vision for this new campus.
- We have a clear sense of God's call for this new campus.

DETERMINE THE TARGET GROUP

- We have finished a community needs survey of at least 269 unchurched people in our target group.
- We have determined the initial target group for this campus (for example: baby boomers; blue collar workers; English speaking Hispanics; etc.).
- The geographical scope of our ministry area has been clearly defined.
- We have completed a thorough demographic study of the target community, thinking through the ministry implications of our research. (Resource: www.perceptgroup.com)
- We have written a one-page summary of the needs and characteristics of our people and understand them fairly well.

GET CONFIRMATION FROM THE CHURCH LEADERSHIP COMMISSION

- Leadership Commission agrees that we should continue to pursue this vision at this time.

STRATEGIC PLAN

CONFIRMING THE NEW CAMPUS' PHILOSOPHY OF MINISTRY

- We have developed a clear, specific and measurable purpose statement that captures the essence of our vision for this campus.
- Referring to both our purpose and the target group summary, we have written a list of ministry

Planning the Launch / 10 - 8 Months to Launch

- priorities to keep our efforts focused.
- We have determined what general style must characterize our ministries in order to effectively reach our target group.
- Based on our target group summary, we have determined what specific ministry emphasis we must develop to accomplish our purpose effectively.
- COMMUNITY's philosophy of ministry sets this campus apart as unique in reaching the unchurched in our target community.

DEVELOP NEW CAMPUS ACTION PLAN

- We have prayerfully developed a general 2-year plan, which includes goals, and objectives that help us fulfill our purpose.
- Each goal and objective is specific, measurable, and faith stretching.
- The necessary resources for each objective have been defined.
- Responsibilities have been appropriately delegated for implementing the plan.

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STRATEGIC TEAMS

ORGANIZE YOUR PRAYER TEAM

- We have developed a prayer team of at least 200 people who will pray regularly for this new campus.
- Plans have been established to communicate with the prayer team on a regular basis.

ARRANGING THE FINANCIAL TEAM

- We have determined the best way to raise support while starting this campus and have begun to implement this strategy.
- We have a long-term financial plan for this campus to be self-supporting.
- If we are supported by individuals, another church, or church planting organizations, the exact amount of support and its duration have been clearly spelled out in writing.

ASSEMBLING ADDITIONAL LEADERS FOR THE STAFF TEAM

- We have determined the needed staff positions and the preferred spiritual gift-mix and passions.
- We have a time-line that shows when each additional staff member will be hired.
- We have begun to aggressively pursue the needed staff positions.

Developing the Launch Vehicle / 7 - 4 Months to Launch

The Space Shuttle began as an idea in the minds of scientists and engineers long before the first prototype became a reality. The scientists and engineers worked long and hard and accomplish a great deal during this developmental stage before they could begin to build a working shuttle.

For this campus, life also begins long before the first celebration service. In order for this campus to embark upon a healthy and effective life, it too must accomplish a great deal during the development stage. Review these steps often to make sure you address the essentials before launching this new campus.

NEW CAMPUS LAUNCH TEAM DEVELOPMENT

ENROLL CHURCH FOR LAUNCH OF NEW CAMPUS

- Communicate the vision of the new campus to the entire church.

ENROLL COMMUNITY FOR THE LAUNCH OF THE NEW CAMPUS

- The campus pastor is meeting with community groups.
- COMMUNITY has joined the local chamber of commerce.
- The campus pastor is meeting with local city officials.
- The campus pastor is meeting with local pastors.

ENROLL LAUNCH TEAM FOR LAUNCH OF NEW CAMPUS

- Communicate the vision of new campus to the entire church and explain how people can become a part of the launch team for this new campus.
- Assemble the growing launch team for regular meetings to communicate vision and update progress.

MAKE CONTACTS WITH THE UNCHURCHED

- We have developed and are implementing an effective outreach strategy "tailored" to the target population.
- We have made contact with every home in our target population.
- We have high-quality brochures to give to people we meet in the community.
- We are following up with the open and responsive contacts in order to "help them find their way back to God".
- All members of the campus launch team are involved in outreach to a degree in keeping with their gifts, skills and job descriptions.
- People are becoming Christ followers and being baptized.
- Newcomers to the campus launch team are encouraged to reach out to their family and friends.

ADDRESS IMPORTANT ADMINISTRATIVE ISSUES

- We have asked the 3CMS Team to set up our campus in 3CMS.
- We have set up our financial systems.
- We have designed responsible financial procedures for offering collection, counting, depositing, expense approval, and other essentials.

Developing the Launch Vehicle / 7 - 4 Months to Launch

- We have obtained a bulk mailing permit from the Post Office. (Resource: Solid Impressions / www.solid-impressions.com)
- A campus phone number has been established.

MINISTRY TEAMS DEVELOPMENT

FORMULATE PRELIMINARY PLANS FOR THE FIRST YEAR

- We have formulated a preliminary one year plan for every ministry team in line with our objectives.
- We have established the number of ministry teams needed to launch this new campus.
- The ministries are designed in light of the felt-needs of our target community.

MOBILIZE THE CHURCH IN PREPARATION FOR THE LAUNCH

- We are communicating the ministry team needs to the entire church.
- We are asking leaders and team members for commitments to serve at the new campus.

CREATIVE ARTS TEAM DEVELOPMENT

FORMULATE PRELIMINARY PLANS FOR THE FIRST YEAR

- We have formulated a preliminary one year plan for our creative teams in line with our objectives.
- We have established the number of creative teams and artists needed to launch this new campus.
- Begin making contacts with artists not in the church who are within the target group.

MOBILIZE THE CHURCH IN PREPARATION FOR THE LAUNCH

- We've communicated the creative arts needs through all available means to the entire church.
- We are encouraging flexibility among existing artists while determining who will be able to serve at the new campus.
- We are asking artistic leaders and artists for commitments to serve at the new campus.
- We've begun to look for potential leaders from within the existing creative teams.
- We are developing new leaders to lead additional creative teams.

ADULT SMALL GROUP DEVELOPMENT

FORMULATE PRELIMINARY PLANS FOR FIRST YEAR

- We have formulated a one year strategy for adult small groups that includes launching a new campus.
- We have set a goal for the number of adult groups desired to launch this new campus.

Developing the Launch Vehicle / 7 - 4 Months to Launch

MOBILIZE THE CHURCH IN PREPARATION FOR THE LAUNCH

- We are communicating the vision and needs of small groups ministry to the entire church.
- We have challenged existing leaders to expand their vision for leadership development and outreach.
- Adult small groups are meeting and reaching unchurched people in our target.
- Existing leaders are developing new leaders to multiply adult small groups in our target area.

STUDENT SMALL GROUP DEVELOPMENT

FORMULATE PRELIMINARY PLANS FOR FIRST YEAR

- We have formulated a preliminary one year plan for our student ministries in line with our objectives.
- We have established the number of student groups needed to launch this new campus.

MOBILIZE THE CHURCH IN PREPARATION FOR THE LAUNCH

- We are communicating the student ministry needs to the entire church.
- We've begun to look for potential leaders from within the existing student groups.
- Our first student groups are meeting and reaching unchurched students.
- We are developing new leaders to lead additional student groups.

CHILDREN SMALL GROUP DEVELOPMENT

FORMULATE PRELIMINARY PLANS FOR FIRST YEAR

- We have formulated a preliminary one year plan for our children's groups in line with our objectives.
- We have established the number of children's groups needed to launch this new campus.

MOBILIZE THE CHURCH IN PREPARATION FOR THE LAUNCH

- We are communicating the children's ministry needs to the entire church
- We've begun to look for potential leaders from within the existing children's groups.
- We are developing new leaders to lead additional children's groups.

Preparing for Take Off - 3 Months to Launch

A space shuttle launch occurs when mission control announces, "you are cleared for launch," the rockets are fired. The space shuttle has developed enough upward thrust to rise from the launch pad, rocket through the atmosphere and finally begin its orbit in outer space.

A new campus launch occurs when the emerging campus goes public with its first celebration service. It has developed enough of its own strength and maturity that it can safely and gladly announce to the general public, "We're here and have we got something to offer you!"

SMALL GROUPS GO PUBLIC

ADULT SMALL GROUPS

- We have established target dates for multiplying existing groups.
- We have established a strategy for launching the new groups.
- Each new leader has identified the focus of his group (i.e. type of group and topic of discussion)
- We have developed a strategy for promoting new and existing groups long-term.
- A Small Group Guide has been designed to be made available for all newcomers
- Every small group leader has identified an apprentice to develop.
- We have established a strategy for training and equipping new hosts.

STUDENT GROUPS

- We have set target dates for multiplying existing groups.
- We have implemented a strategy for grouping the un-grouped.

CHILDREN'S GROUPS

Children's Facility

- We have identified the unique characteristics of the facility (via floor plans, visits, etc.).
- The facility is clean and safe for all children.
- The "look" of the children's area is excellent, welcoming, and attractive to children.
- Signs have been made (see the New Campus Start Up Guide for branding guidelines and sign company resources) directing newcomers from the front entrance to the children's area.
- The facility is adequately equipped with appropriate child-friendly furniture.
- Set up/tear down procedures have been planned with Ministry Teams.

Children's Ministry Equipment & Supplies

- Large group equipment (i.e., stage, video, sound, etc.) has been secured.
- We have equipment and supplies to fill the needs of each age level (i.e., nursery changing table, number monitor for the stage, toys, craft supplies, etc.).
- We have secured the needed curriculum for all age levels.
- An informational handout / brochure is available to introduce Children's Ministry at COMMUNITY to all newcomers.
- A first-time visitor gift has been secured for all children attending the first day.

Preparing for Take Off - 3 Months to Launch

CHILDREN'S GROUPS (CONTINUED)

Children's Ministry Leadership Development

- We have secured coaches/leaders for each area of need.
- We have secured temporary helpers for the first month to ensure proper adult to child ratios.
- We have trained each leader to do ministry with excellence in each area.
- Events have been planned and held to empower leaders and keep them in the loop of communication.
- We have intentionally celebrated the people and work of Children's Ministry volunteers at all campuses.
- We planned and implemented a set-up/trial-run day just prior to the opening.
- We have made provisions for the spiritual development of Sunday morning leaders (i.e., rotation for attending Celebration Service, communion in prayer meetings).

Children's Ministry Procedures

- We utilize an attendance system that allows for swift movement of newcomers, and enables us to follow up with them.
- Children's Groups and leaders have been entered into 3CMS.
- We have implemented a security system for all children under school age that allows us to identify the adult/caregiver to whom we can release them.
- Procedures for contacting parents/caregivers via the stage monitor are in place.
- We have a system in place to greet parents and children every step of the way from the children's area entrance to their classroom door as an effort to inspire the confidence of parents and children so that fears are relieved.
- Leaders of children are easily identified by all visitors.

PUBLIC CELEBRATION SERVICES

LOGISTICS OF TIME AND LOCATION

- This campus has a critical mass of at least 100 people in celebration service (not including creative arts, children, student ministry) to establish enough momentum for an effective celebration service to occur.
- We have secured an easy-to-find location with adequate space for celebration service, parking and children & student ministry space.
- The facility is accessible to all in the community who might come. Physical barriers that would restrict the disabled have been eliminated.
- The facility has adequate restrooms, drinking fountains, and exits.
- The structure is clean and safe in all areas.
- The facility accommodates our celebration service well in terms of acoustical quality and availability of electrical outlets.
- The city (including fire marshal) has permitted us to operate in these facilities.
- The facility is large enough to accommodate vigorous growth for at least one year.
- Adequate storage is available.
- The needed transportation has been acquired.
- A positive working relationship has been established with the landlord, if necessary.

Preparing for Take Off - 3 Months to Launch

MARKETING

- We have met with the COMMUNITY Graphics and Marketing team and designed a marketing strategy to reach the maximum number of unchurched non-Christians.
- We have determined our target area and are using the best available marketing strategy to invite people to our first public celebration service.
- Press releases have been sent to announce the beginning of a new campus in the community.
- We have placed advertisements through the newspaper and other pertinent local media to invite the community to our first public celebration service.
- We have instituted a follow-up strategy to generate a public awareness of our presence and identity.
- We have created a Campus Welcome Guide that will be available at the first public celebration service. (Contact the COMMUNITY Graphics and Marketing Team for help)
- All marketing tools meet COMMUNITY's branding standards according to the branding standards guidelines that can be found at www.communitychristian.org/branding.

CREATIVE ARTS TEAM

- Our creative arts team understands the vision for this new campus.
- Our church has enough people on the creative arts team to launch this new campus.
- We have assembled a sound and multimedia system to meet our needs for the celebration service.
- Our creative arts team has established appropriate rehearsal times and places.
- We have an evaluation system to include the new campus

MINISTRY TEAMS

- We have designed a strategy for facility usage.
- We have designed a set-up and tear-down strategy.
- We have designed a hospitality area to be excellent in function and flair.
- We have purchased necessary equipment and signs using the attached equipment list as a guide (i.e. coffee pots, signs, tape duplicator, etc.).
- We have met with a Community 4:12 coordinator and determined an appropriate strategy for our Campus.

The Mission in Action

The space shuttle is orbiting the earth. The astronauts are conducting their experiment, making minor course corrections and any necessary repairs. The launch has been successful, but the work is not complete. The astronauts will continue their mission until mission control informs them it is time to come home.

Just like the astronauts, the 3 C Christ-followers of the new campus must continue to “help people find their way back to God” through celebrating, connecting and contributing until Jesus Christ tells them it is time to come home...



COMMUNITY
CHRISTIAN CHURCH

Updated March 2011

www.communitychristian.org