

Campus Launch Process (18 months)

Recognizing that guys come from within and without Grace Christian (GC), every new teaching pastor needs to incubate at Grace for a period of time. This can be done through the Grace Residency program. Some candidates will need more, others will need less. We will work with the candidates on a case by case basis. The Multi-Site and Residency Pastors will serve as coaches during the launch process. Other teaching pastors and members of GC's team will be utilized as needed.

The type of campus launch will help determine the time, training, and resources needed...

- **Launch Campus** - these are campuses where we send a small team to a new community to launch a church from the ground up.
- **Local Campus** - these are campuses where we send a larger group of people to start a campus because they are local to one of our campuses.
- **Legacy Campus** - these are campuses where previous churches invite GC to receive authority over their congregations to leave a legacy for the future.

PHASE 1 (6 Months)- 18 Months from Launch

Initial Launch Planning

Define and Research Target Area

- Select a specific city, suburb, or community for the new campus
- Develop relationships with area residents, business owners, and community leaders to gain insights on the target area
- Obtain demographic reports (NAMDB, KBC, SEND)
- Conduct community survey
- Obtain initial carrier route info to determine households within target area
- Research other churches in the area
- Check to see what other churches are in the target area
- When possible, connect with the pastors of those churches

- Connect with the KBC for info on existing churches in the community
- Research major neighborhood distinctives
- Define the average target area family
- Begin developing the mindset and activity of a missionary in this new community

Discuss Campus Expectations

- Discuss campus expectations with the GC Executive Staff
- Discuss previous campus launches with Grace's Teaching Pastors to gain insight from their launch experience
- Discuss launch day expectations with 2-3 key campus staff members or core team members

SEND Network / NAMB Assessment and Endorsement

SEND Network Assessment

- Work with the Church Planting Catalyst and fill out the church planting application
- Register as a church planting and determine which assessment retreat to attend
- Complete pre-assessment work for the retreat
- Attend the retreat. If further development is needed, work the growth plan until reassessment can be done.
- After a ready for training is achieved, enter training and move on to the next steps of launching the new campus
- Understand funding assistance through NAMB/SEND

PHASE 2 (3 Months)- 12 Months from Launch

Campus Launch Fundraising

Seek Funding Through Local Baptist Association

- Schedule a lunch meeting with Executive Staff and Local Baptist Association Director
- Provide that director with specific details of what support you need

Seek Funding Through State Convention of Baptist in Kentucky

- Contact the local KBC church planting catalyst to obtain the request for assistance packet/process
- Complete the KBC request for assistance packet and return it to the local KBC church planting catalyst. In order to receive KBC funding, you must be an endorsed KBC church planter

Grace Christian's Culture and Processes

Develop a Prayer Strategy and Team

- Recruit a prayer team to provide spiritual covering for the church plant
- Regularly communicate needs in the planting process

Review GC's Campus Structure and IPODs

- Discuss with relevant process leaders

Review GC Style Guide

Review GC Financial Policies and Procedures Handbook

Review and Establish Financial Systems

- Meet with the Finance Director to discuss GC financial systems

Develop Campus Budgets

- Discuss with Finance Director the process for creating a campus budget
- Develop a pre-launch budget with all start up expenses that are separate from ongoing ministry operations
- Develop a post-launch ongoing ministry operations budget - do not include pre-launch expenditures

Receive Planning Center (PC) Training

- Obtain a Planning Center login credentials from Administrative Director
- Set up a time to be trained on PC use and processes (See Administrative Director)
- Work with GC Administrative Director and Financial Director to set up the PC framework for a new campus

Small Group Planning and Implementation

Gain An Understanding of Small Group Ministry

- Review Small Group structure and DNA with GC's Small Group Director
- Review Small Group New Leader Orientation with Small Group Director
- Assess existing Small Groups in target area and evaluate the need for any new groups that to be launched

Launch New Small Groups As Needed

- Identify potential Small Group leader(s) for new group(s) (approximately 10 weeks prior to Small Group Term launch)
- Coordinate Small Group New Leader Orientation learning path (at least 6 weeks prior to group launch)
- Conduct first New Leader Orientation (at least 6 weeks prior to group launch)
- Schedule a meeting with GC's Small Group Director to co-facilitate the first orientation at the new campus
- Communicate new groups in the Small Group catalog (physical and online) put together by GC's Small Group Director and Creative Team

Core Team Building

Identify Potential Launch Core Team Members

- Develop a list of individuals or families that would be key contributors to the campus
- Notify any GC Staff Members who may be impacted before making personal contact with potential core team members

Recruit Launch Core Team Members

- Make personal contact with each individual or family on the potential core team members list
- Share vision and invite individuals or families to be part of the core team

Invest Regularly in Core Team Members

- Have people over to your house, meet people for coffee/lunch, etc. Spend as much time with your core team members as possible
- Include your core team members in planning for interest meetings and begin recruiting leaders from your core

Checkpoint 1

Process with Multi-Site Pastor and Sending Church Lead Pastor

- Describe what is going well in the campus launch process?
- Describe what has been challenging in the campus launch process?
- What area(s) of the campus launch process could you use more guidance?
- Are there any GC systems and processes that seem unclear to you?
- Describe your emotional, mental, spiritual, and family health currently.
- What questions do you have about the upcoming phase?

PHASE 3 (3 Months)- 9 Months from Launch

Staff Identification and Hiring

Review GC's Staff Hiring Process Document

Staff Identification

- Determine the necessary staff required, including all full-time and part-time employees
- Identify staff members at existing campuses that have the potential to fill a role on the campus launch team (if none exist, check off the next items and move to the next Staff Hiring module)
- Discuss with GC Executive Staff as well as any impacted Teaching Pastor or Supervisor the potential repositioning of staff member(s) to new campus
- Begin the conversation with the existing staff member

Conduct the Staff Hiring Process

- Discuss the staff hiring process with GC Administrative
- Determine a job description for the position (Most positions have a current job description. Some may need to be combined if a staff member will be assuming multiple roles (check with the Administrative Director for job descriptions)
- Determine if the staff member will be full-time or part-time (including the number of hours)

- Determine a potential salary range and benefits (i.e. health insurance) for the position using the ministrypay.com guidelines (See Administrative Director)
- Discuss FICA/SECA ramifications with Financial Director
- Enter initial discussions with potential campus staff member regarding the available position
- Conduct the hiring process according to the GC Church Hiring Policy document (download from the Additional References tab)
- Discuss final offer package and hiring with the Administrative Director and Financial Director
- Offer the position to the potential staff member

Establish IT Systems and Equipment

- Set up email accounts for campus staff (see Creative Director)
- Obtain computers for campus staff (see Administrative Director)

Grace Team's Development

Evaluate Campus Leadership Needs

- Discuss the number of leaders needed for the new campus with the appropriate directors of each Grace Team
- Determine the necessary volunteer leadership required to operate each Grace Team. Facility features and campus size are key factors.
- First Impressions (see First Impressions Director)
- Parking (see First Impressions Director)
- Security (see First Administrative Director)
- Worship (see Sending Campus Worship Pastor/Director)
- Kidz City (see Children's Ministries Director)
- Students (see Student Ministries Director)
- College (see College and Young Adult Ministries Director)
- Small Groups (see Small Groups Director)
- Missions (see Missions Director)
- Counting/Financial Team (see Financial Director)
- Planning Center Administration (see Administrative Director)
- Discuss appropriate ratios with the leaders for all Grace Teams

Identify and Recruit Grace Team Leaders

- Determine potential leaders for each Grace Team
- Recruit the directors for each Grace Team
- Evaluate the number of leaders currently serving on a Grace Team at an existing campus that will transition to the new campus
- Notify any staff members potentially impacted
- Enlist identified Grace Team leaders to be a part of the same team as the new campus
- Discuss with Sending Campus/Campuses Grace Team Directors the potential Grace Team vacancies that will be left at the affected campuses due to individuals joining the new campus

Checkpoint 2

Process with Multi-Site Pastor and Sending Church Teaching Pastor

- Describe what is going well in the campus launch process?
- Describe what has been challenging in the campus launch process?
- What area(s) of the campus launch process could you use more guidance?
- Are there any GC systems and processes that seem unclear to you?
- Describe your emotional, mental, spiritual, and family health currently.
- What questions do you have about the upcoming phase?

PHASE 4 (3 Months)- 5-6 Months from Launch

Begin Attending All Teaching Pastor's Meetings

Interest Meetings

Determine the amount of of interest meetings you will have

Consider doing 6 interest meetings covering 1 GC Mark during each

Determine the location of the meetings, keeping in mind that they will begin at the Sending Campus but will need to transition to the planting field over time

Consider moving the last two interest meetings to preview services

Begin Facility Acquisition Plan

Download and Complete the Campus Facility Tour Checklist

Download and Complete the Campus Facility Selection Worksheet

Discuss the Leasing of a Potential Facility with the Administrative Director

- Have an initial conversation about the potential facilities
- Send a copy of the potential lease agreement for review
- Discuss the additional insurance rider required in leasing the facility

Preview Services

Preview Service Planning

- Determine the number of preview services to be held
- Prepare for each preview service in order to execute all aspects of a Sunday morning (Grace Teams, set up/tear down run through, invite, etc.)
- Schedule the dates of the preview services
- Make sure the facility is available to host the preview services
- Disseminate information about the preview services to Grace Team leaders and potential attendees

Preview Service Implementation

- Communicate with all Grace Teams regarding set up times and pregame meeting times for each preview service
- Ensure all necessary equipment is on site for set up and run through
- Have team leads keep notes on issues that arise, changes that need to be made and additional equipment to be purchased
- Ensure events are in Planning Center in order to have systems in place (i.e., kid's check-in)

Checkpoint 3

Process with Multi-Site Pastor and Sending Church Teaching Pastor

- Describe what is going well in the campus launch process?

- Describe what has been challenging in the campus launch process?
- What area(s) of the campus launch process could you use more guidance?
- Are there any GC systems and processes that seem unclear to you?
- Describe your emotional, mental, spiritual, and family health currently.
- What questions do you have about the upcoming phase?

PHASE 5 (2-3 Months)- 2-3 Months from Launch

Equipment Acquisition

Audio/Video/Lighting Acquisition

- Determine the person who will purchase sound equipment/operate sound at the new campus
- Take a facility tour with the sound tech team
- Review past Audio/Video/Lighting budget document folder. Use this as a baseline for approximate cost and equipment needs.
- Communicate the budget to the sound tech team for equipment
- Purchase necessary equipment
- Purchase Audio/Video/Lighting equipment
- Keep an excel file of all items purchased and the actual costs

Kidz City Equipment Acquisition

- Review the Kidz City Campus Launch Projected Budget and Inventory document
- Determine the appropriate equipment needs for the facility you will be using with Family Ministries team
- Purchase necessary equipment
- Keep an excel file of all purchases made and the actual costs

First Impressions Equipment Acquisition

- Review the First Impressions Campus Launch Projected Budget and Inventory document
- Determine the appropriate equipment needs for the facility you will be using with First Impressions Director

- Purchase necessary equipment
- Keep an excel file of all purchases made and the actual costs

Branding and Marketing

Signage Identification and Acquisition

- Tour facility with appropriate staff and team leaders to determine signage needs
- Understand Signage Needs and Costs as a guideline for budget, placement, quantity, etc.
- Discuss signage creation with Creative Director
- Purchase necessary equipment
- Consider a location to store all purchased equipment
- Keep an excel file of all purchases made and the actual costs

Mailer Creation

- Submit a design request for mailer creation to the Creative Team (minimum 2 months before launch)
- Order mailer and determine distribution date

Communication and Promotion

- Submit a video request form to Creative Team for creation of a promotional video for the new campus (6-8 weeks prior to launch)
- Submit a web design form to the Creative Team with all content for web pages for the new campus
- Submit a design request form for any necessary print pieces required at the new campus (connection cards, guest cards, etc.)

Launch Day Prep

Launch Day Planning

- Determine the appropriate time for PC migration of individuals to the new campus (see Finance Director and Administrative Director)
- Submit a request to the Creative Team for a photographer/videographer to be present on launch day

- Obtain administrative access to the Weekly Attendance Tracker (create a tab for the new campus)
- Purchase black boxes to receive offerings each Sunday
- Prepare teams in order to execute enews updates, app notes, sermon notes, etc.