

Checklist for Starting New Units

Build awareness of the value of new units.

- Pastor emphasize value from the pulpit
- Articles in church paper
- Articles on church Web site
- Stories of successful new units
- Stories of individuals reached through new units
- Testimonies
- Celebrate the success of new units
- Show statistically the difference new units have made

Study Your Sunday School Organization.

- Sunday School Planning Team study the Sunday School organization
- Study the Sunday School organization with present Sunday School leadership
- Look for needs for new units. Include the following list plus others:
 - Classes or departments that exceed suggested enrollment ceilings
 - Age ranges, and life transition stages (newly married, recently divorced, widowed, college students, etc.) that are not being reached effectively
 - Areas with a significant amount of prospects but little attendance
 - Classes where the space is continually filled
 - Special needs—mentally handicapped, physically handicapped
 - Homebound, shift workers
 - Opportunities for new units in other locations—homes, apartments, offices, recreational sites, residential institutions

Identify a Target Group.

Discuss the Need with Sunday School Leaders.

Seek Sponsorship.

Enlist and Build the Leadership Team (*denotes core).

- Teacher* _____
- Class Administrator* _____
- Member* _____
- Member* _____
- Member _____
- Member _____

Provide Needed Space, Equipment, and Resources to the Leadership Team

- Determine meeting location and room
- Determine equipment needed and make arrangements for the equipment
- Order curriculum resources for teacher and members
- Provide curriculum materials to the teacher

- Set up the room and prepare for the first session

Promote the Start Date and Location to the Target Group

- Start date determined _____
- Location determined _____
- Promotion actions planned
- Promotion actions carried out

Visit, Invite, and Enroll Members

- Names of prospects gathered
- Prospective members assigned for contact
- Prospective members contacted
- Prospective members invited to enroll in class
- Other forms of contact made with prospective members
 - Calls
 - Cards
 - Letters
 - E-mails
 - Fellowships, dinners
 - Informal gatherings

Plan and Conduct the First Session

- Plan—Well in advance of the first session plan what is going to take place during the session
 - Praise—Ask some leaders and members to tell how they understand that God is working in their lives, read a Psalm or other Scripture passage that will be part of the Bible study for the day and provide music or brief group singing
 - Prayer—Prayer time can be a vital group-building experience as well as a meaningful time of worship
 - Participation in Bible study – Approximately two thirds of the total session should be designed for Bible study
- Enlist people for the various parts of the first session
- Provide the following for the first session (and other sessions)
 - Greeters
 - Registration materials
 - Name tags
 - Member curriculum
- Conduct the first session

Continue to Support the New Unit

- Pray for the new unit.
- Sponsoring group continues to help build the class by supporting it in visitation, enrolling people, and doing ministry work
- Continue to mentor and support the leadership of the new unit
- Plan with the leadership of the new unit for the next steps for the new unit and the support that is needed
- Communicate with the church about the progress of the new unit