

## **Evangelism 105 \* Lesson #9**

**HW: Elements of Administration relating to Grand Opening & Follow Up**  
**Nicole Bermudez 11/04/20**

**Administration plays a crucial part in a church launch. There are 3 essential teams that are needed for a church launch. The first team is the Administration team, the second team is the Adopt A Block team, and the third team is the Building and Recruiting Church ministry team. There's a lot of things, and a lot of hard work that is put into getting ready for a successful Grand Opening. The search is exciting as the team waits to see how the Lord will unfold His plan. For the Grand Opening, there has to be a Grand Opening game plan! Every detail of the Grand Opening and or first church service must be written and given to a team leader for smooth execution. Next, after the plan is written, a ministry leaders meeting is held to confirm that the plan is complete. After that confirmation, we then follow the plan for the Grand Opening. After the Grand Opening, a system for follow-up and care must be put into place with a team ready to gather, enter, and record all of the information from the people. A calling team will then be assigned and provided with a script for care calls and instructions for documenting requests, notes, and or comments. If additional follow-up and visits are necessary, then the calling team must be provided with a written list of the leaders that are responsible for meeting certain needs. It**

**is essential that we follow-up! Thank You, Jesus, for our senior Pastor who has received the call, vision, timing, and mission for new church launches!**