Checklist for Starting New Units

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

Study Your Sunday School Organization to identify a target group for new unit(s)
- Sunday School Planning Team studies the Sunday School organization
- 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

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

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