

## Checklist for District Next Steps Project

### A vitality building experience

- **Select six to ten congregations** for vitality building. This is based upon potential for growth and leadership capability.
- **Set schedule for workshop and related activities** to include the following (adjust as needed): target date for signing covenant, congregation team launch event, pastors follow-up on preparation questions and progress, workshop, follow-up event with feedback and completion of planning worksheet, and scheduling monthly and quarterly follow up dates. (Tip – By selecting a convenient place for the launch, a follow-up for pastors, the workshop, and ongoing sessions help people commit to the process.)
- **Sign a covenant agreement with a congregational team leader.** This includes participation of four to eight lay persons and the pastor for a period of twelve to fifteen months as they take the next step toward externally focused ministry.
- **Identify a mentor/coach for each clergy leader.** This training is provided to the mentor/coach in helping the clergy leader be the best he or she can be.
- **Attend the congregation launch event (approximately 90 minutes).** Select a place to accommodate participants that is a central location that accommodates the participants with appropriate equipment and hospitality. Gather the last five years of congregation data about worship attendance, professions of faith, Sunday school attendance, small groups, off-campus mission services, and mission giving. Hinton will provide MissionInsite reports for each participating congregation.
- **Attend the pastor follow-up event (approximately two hours with lunch).** Share the entire vitality building process, answer preparation questions, and check progress.

- **Make the workshop arrangements.** This includes: room set up, table supplies and flip charts, reserving equipment (LCD Projector, screen, microphone, etc.), and meal(s). Consider Friday night as well as lunch on Saturday meals and prepare handouts and materials for the congregational teams.
- **Attend the vitality-building workshop.**
  - Welcome the group and lead a brief (10 minute) devotional.
  - Observe how leaders engage in this process.
  - Lead a wrap-up (10 minutes) at the event conclusion. Include a reminder of the next steps and evaluate the day with the Hinton consultants.
- **Attend the pastor follow up session.** Confirm the arrangements, provide lunch for the participants, and engage leaders by encouraging dialogue.
- **Attend the quarterly follow up visits.** Set aside the afternoon and early evening hours for this event. Meet with the pastors and Hinton consultants during the midafternoon, observe the feedback session, provide dinner, and observe as the congregational leadership team reports about their progress and their God stories.