

No one said starting new classes would be easy. But having an action plan and using a check list can help leaders keep details in focus while starting new units. Make copies of this worksheet for use with your leaders as you plan and carry out the process of 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