

## Intentional Interim Punch List

<b>Diagnosis (1-6 months)</b>	<b>Surgery (2-24 months)</b>	<b>Recovery (8-24 months)</b>
Contract and job description for CRM done, signed, and approved by CRM	Set up communication systems via eNews, web page, printed correspondence, phone calls, etc	Constitution upgrade (completed here before pastoral search starts) and unsuspended
Contact all church members by phone or mail. In larger churches this is the leadership community	Develop community by creating small groups	Missional ministry practiced by serving the broader community
Become aware of church calendar, systems, and legal issues and act accordingly (e.g. yearly budget, yearly meetings)	Spiritual formation pathway put into church structures and system	Critical ministry systems upgrades evaluated and improved (administration, assimilation, worship)
Meet with existing board and informal leaders and evaluate their role in the process	Determine ministry teams needed and begin to build them	Strategic plan developed
Create transition team or new leadership structure if necessary	Deal with flawed/broken and disruptive systems and issues	Church input into the pastoral profile
Church Spiritual Formation (discipleship) plan evaluated	Upgrade constitution (starts here)	Release lay people into ministry as much as possible
Preaching team and preaching plans established	Job descriptions and contracts for all employees of consequence	Pastoral search team created
Suspend constitution (if needed)	Practice discipleship plan	Pastoral search packet created
Begin town hall meetings	Address all conflicts and address relational skills	Denomination contacted for search process
Identify employees, leaders, and informal powerbrokers who are against God's change and deal with them appropriately	Begin leadership training	Search process
Establish prayer team	Address financial systems if needed	Written report to new pastor
Identify key issues	Regular prayer meetings or prayer concerts	
Review all important documents including constitution, budget, former diagnostics, minutes	Create a system of accountability	
Identify key influencers	Sacred Assembly	
Learn the community culture	Admin systems put in place	
Recording systems in place for town hall meetings, legal church meetings, board meetings, etc.	Worship systems put in place	
Meet with each staff person, clarify job, determine their role in the intervention process	Assimilation system put in place	
Staff reviews done and staff standards established	Determine if church is cooperative enough to continue	
Membership drive done	Staff developmental reviews	