

Intentional Interim Punch List

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