

REVIVAL PREPARATION CHECKLIST

Demographics

- Relationships established with other pastors within the area
- Identified churches in/near area that have resources/services such as job training, food pantry, etc. readily available.
- Aware of other non-church resources available: For example: Houston Food Bank and their social services programs.
- Demographics of the people in the neighborhoods that surround the church known
- Language barrier issues identified and plan in place to address
- Understand the issues that are plaguing the community that surrounds the church
 - Determined how church will be able to teach and nurture those that may be illiterate.
- Aware of the services/resources needed to help those in the community

Leaders

- Assessed need for new leaders, aides/assistants
- New leaders identified (if applicable)
 - Determined scope of responsibilities for new leaders
- Leadership Training provided
 - New leaders given increased responsibilities

Members/Congregants

- Members/Congregants prepared for what they might witness and experience
- Message/Sermon/Meditation given that encourages soul-searching for any prejudices hidden in the heart
- Members/Congregants encouraged to serve in some capacity now

New Member Programs

- Reviewed New Member materials to determine if need to condense/modify
 - New Member materials for revival season condensed/modified (if applicable)
 - Established plan, if need arises, to increase availability of New Member programs
- Reviewed Discipleship materials to determine if need to condense/modify
 - Discipleship materials for revival season condensed/modified (if applicable)
 - Established plan, if need arises, to increase frequency of meetings in order to lessen duration of sessions/classes from months to week(s).

New Member Needs

- Determined how to help new converts that have emotional, spiritual and/or financial needs.
- Identified leaders who will provide individual, marriage and family counseling.
- Developed plan on how to handle couples living together in sin that want to get married immediately.
- Plan developed regarding who will teach discipleship and evangelism
- Determined how and who will do visitor and new member follow-up
- Communication plan to notify new members of service time and location changes, etc. established
- Determined what free printed resources provided by the church are absolutely essential for the new member to have
 - Plan in place to ensure adequate inventory is onsite or immediately accessible (nearby store stocks items)
 - Determined what resources to make available online

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Sunday Services

- Primary Pastor/Minister prepared to preach a clear message of salvation.
- Other ministers within and without your team identified and able to help preach.
 - Ministers are able to preach a clear message of salvation.
- Determined if and type of translation needed during one or more services.
 - Identified one or more persons willing and able to provide translation.
 - Plan in place if determined non-English service needed. For example: It was determined that it would better to have a separate Spanish speaking service instead of translation during regular service.
 - Plan in place to host non-English service(s).
- Determine if hanging the altar call is needed. Plan in place (if applicable).
- Plan in place on how/when/where to handle mass baptisms.

Other Ministry Activities/Meetings

- Determined the essential vs. non-essential activities, classes and services at the church.
- Plan established on when to cancel all non-essential activities, classes, and services during revival season, how to notify members/congregants of cancellations and how to reincorporate once things stabilize.
- Plan established to implement new service start and end times based on changes in attendance (new start/end times are outlined in plan).
 - Considered adjusting worship services to essentials and adjustments are outlined in plan.
- Considered increasing the number of services on Sundays (additional services are outlined in plan, if applicable).
- Considered adding Saturday service(s) (additional service(s) are outlined in plan, if applicable).
- Considered canceling Sunday classes/teachings and/or shifting one or more of them to a day or evening during the week (cancellations and/or changes are outlined in plan, if applicable).
- Considered and/or have identified members/congregants who may be able to start prayer groups or bible studies at their home during this season.
 - Identified how large of a group they can host.
 - Identified how many sessions per week they are willing to host.
- Plan in place to provide these leaders an outline/training materials/teaching book or manual and materials are readily available.
 - Determined that training is needed.
 - Training provided.
- Plan in place to communicate changes and dates/time/locations to members/congregants.
 - Plan in place for IT staff to update website with date and times of session, type of sessions (teaching, prayer, bible study, etc) and name/number of contact person. Update other communication tools as well.

Technology/Media

- Identified members/congregants skilled in web, media, social media, etc. that are willing and able to help during revival season.
- Identified essentials vs. non-essentials with a plan in place to only upload, modify, revise only those things identified as essential.
- Considered posting new member, evangelism and discipleship materials on a password protected, member-only section of website to reduce printing costs.
 - All materials readily available (properly formatters) to be uploaded.

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NOTE: Make sure the materials prepared for revival season are the ones that will be uploaded. For example: If you condensed the content of your New Member program for revival season then make sure the condensed version of your New Member program is uploaded and the original version is no longer accessible during revival season.

- Communication plan established to direct members/congregants to frequently visit website for important updates.
- Considered updating voicemail recordings with important updates/information such as service times, location of services and website address.

Other Logistics

- The maximum capacity of the sanctuary before “overflow” is reached has been determined.
- Plan in place for how to handle “overflow” and accompanying parking challenges.
- Plan in place for how to Children’s Ministry overflow.
- Other temporary venues that could handle new seating capacities identified and contact information, logistics, and financial costs on file.
- Plan in place to ensure that dual services and/or services held at the same or other location(s) remain consistent throughout all services and locations.

Prayer team

- Prayer team in place.
- Prayer team is praying for:
 - Transforming, sustained revival
 - The hearts of the people in the church to be prepared to receive new converts
 - The church to be prepared spiritually and physically
 - Increase in church finances, resources, and leaders
 - Godly wisdom, strength and divine health

Other

- Assembled a list of simple yet deeply spiritual worship songs that all can easily grasp and sing.
- Determined how leaders will still be able to meet the needs of existing.
- Determined how best to utilize missionaries onsite and when it’s the appropriate to send them abroad.
- Plan established to make resources available in other language(s) for youth and/or adults (if applicable).
 - Determined what materials need to be translated.
- Addressed budget concerns/impacts.
 - Considered financial impact due to increased usage of supplies, contractual services, utilities, etc. For example: There will be increased usage of coffee, water, hygiene supplies, paper products, housekeeping services, communion supplies, utilities, etc.

Contingency Plan

- Contingency Plan written and finalized.
- Contingency Plan reviewed with key leaders.
- Contingency Plan printed and in secure location.

This Revival Preparation Checklist is to be used in conjunction with the “[Preparing for Revival. Pray. Expect. Prepare.](#)” materials. This checklist may not be all-inclusive so please feel free to add, modify or delete items based on the specific needs, issues and/or concerns related to your church. Please contact us at info@churchonfirecc.org if you have any questions. Blessings to your ministry!