



One-Year Suggested Timeline for Launching an ELN School of Ministry

Nine+ Months Out

- Connect with the ELN office and your district office. Both will have helpful resources and suggestions to assist you in carrying out your vision.
- Gather information. If possible, attend an ELN Leadership Forum or training event.
- Ensure your church staff and leadership team shares the vision for a new school of ministry.
- Contact the Foursquare Institute Office for information about beginning a certified school of ministry. (213.989.4234 / <http://www.foursquare.org/institutes>)

Eight Months Out

- Choose a name for this new school of ministry.
- Outline an initial curricular plan.
- Outline an initial plan for student housing.
- Begin gathering necessary information for filing a certification application with the Foursquare Institutes Office.
- Finalize first-year budget and tuition costs.
- Develop a “core team” of interested leaders.
- Begin a word-of-mouth promotional campaign with prospective students.

Seven Months Out

- Develop promotional material—logo, brochure, website, etc.
- Develop initial supporting documentation—student handbook, application, etc. Customizable samples of these documents are available from the ELN office.
- Develop an intercessory group to begin praying for this ministry.
- Plan three fundraisers for prospective students.

Six Months Out

- Senior pastor begins a church-wide information campaign.
- Complete production of program materials—handbooks, applications, brochure, website.
- Host the first meeting for interested students and parents.
- Begin accepting applications.
- Begin to inform other churches in your area about your program.
- Check with your district office about advertising your ELN program at district camps.
- Develop secondary supporting documentation—Host-Family handbook, departmental guidelines, etc.
- Begin to work with ministry leaders throughout your church so they will be ready to engage students in meaningful ministry and mentorship.

- Line up potential Host-Families who will house students, or make alternate arrangements for student housing.
- Where possible, take key leaders and your “core team” to visit an existing ELN program.

Five Months Out

- Launch a full promotional campaign within your church, youth ministry, college group, as well as within other local churches, Christian schools, home-school associations, etc.
- Host the second meeting for interested students and parents.
- Secure a volunteer assistant who can help to administrate various aspects of the program.
- Confirm your curricular plan and ensure instructors will be in place.
- Work on completing the certification application for the Foursquare Institutes Office.
- Secure a location for an Orientation Retreat at the beginning of your school year.
- Host the first fundraiser for prospective and incoming students.

Four Months Out

- Submit certification paperwork to the Foursquare Institutes Office.
- Plan local ministry outreaches for the first several months of the program.
- Contact Foursquare Missions regarding possible destinations for a mission team.
- Host the second fundraiser for prospective and incoming students.

Three Months Out

- Final phase of promotional campaign—one more push!
- Request an “ELN Questionnaire” from the ELN Office.
- Finalize Host-Families for the first year of your program, or alternate student housing.
- Host the third fundraiser for incoming students.

Two Months Out

- Due date for all student applications to be turned in.
- Complete all applicant interviews.
- Notify all applicants of their status with the program.
- Complete work with department leaders who will have students serving in their ministries—have them write out goals for their students.
- Make decisions regarding a missions experience for your first-year class.

One Month Out

- Submit a completed “ELN Questionnaire” to the Foursquare ELN Office.
- Determine which students will be living with which Host-Families (or in alternate housing), and make proper notifications to all parties.
- Order textbooks and other curricular supplies.
- Order program t-shirts and other related materials.

Zero Months Out

- Launch the program.
- Have a celebration service with the congregation.
- Host a special meeting with students and their Host-Parents.
- Take your students and key leaders on an Orientation Retreat.
- Begin classes and ministry assignments.

One Month In

- Begin an evaluation of all aspects of the new ministry. Have students, instructors, Host-Parents and department leaders make written evaluations of how things are going and what modifications might be made to improve all areas of the program.
- Host the first Host-Parent meeting to get feedback, answer questions, and communicate important program information.
- Schedule a Preview Day where future prospective students will be able to come and examine your program.
- Set dates for missions' fundraisers.

Two Months In

- Finalize local ministry outreaches for the remainder of the school year.
- Host the first missions' fundraiser.

Three Months In

- Make preliminary decisions regarding key dates for your next year—application due date, program start date, etc.
- Begin laying the groundwork for new promotional materials.
- Continue the evaluation process, requesting written evaluations from all those involved in the program.

Whenever you have questions or need any assistance or resourcing, please contact the ELN office (Info@emeringleadernetwork.com). We are here to help and can also connect you with experienced church leaders who are running ELN programs around the country. That's the beauty of the "network"!

If possible, make plans to bring your core team to an ELN Leadership Forum early on in your planning process. These annual events provide leaders with the opportunity to dialog with current ELN directors and students, receive training on the ELN model of "immersion discipleship", and receive customizable resources that will help you prepare for the launch of your school of ministry. For Forum details, go to: <http://emergingleadernetwork.com/forum>