

schoolpraises

"How can I keep from singing Your praise..."

Checklist #1

Because I wanted a little list where I could check off tasks that needed to be done and could never find one, I decided to create one and share it. It is specific for the needs of Candies Creek, but I hope it will at least provide a starting point for any church interested. This list is for what I call the RESEARCH PHASE:

<http://schoolpraises.files.wordpress.com/2013/11/11-check-mark.jpg>

1) Pray. (that may seem obvious, but needs to be top priority)

2) Go to your state government website or even the US Department of Education website and find out the different options/categories available for school start-ups. They are listed by state. TN has a category II and category IV Church Related School option for example.

3) Using a list from the Department of Education, find the various accredited associations where your church can become members. These associations are approved by the state and have met all requirements. You will initially become a member, then as your school board leads, possibly an accredited member.

4) Research and contact the accredited associations. Ask them questions about a church school start-up. One of the first things they will ask is whether you are starting with Preschool. Preschool is regulated differently than K-12 and this choice determines the guidelines you will have to meet.

5) Find the building plans for your church. On the permits for the building you will use for the school it should be labeled either Assembly or Education purposes. Education permits/filings mean that it was built or remodeled to meet state requirements for a school to operate. Assembly is less stringent and allows for shorter, less frequent gatherings of children.



- 6) Contact the Fire Marshall. You can call the local Fire Marshall or go straight to the State Fire Marshall's office. Please give them several months notice before you need an inspection. If you have to make changes or remodel to meet codes you need as much time as possible for them to return and reinspect. There will be a fee involved for the initial inspection and you will receive a formal statement from the Fire Marshall.
- 7) Create a survey for your church body. Choose questions on your survey that will help you to make decisions regarding your church school. Obviously this will be customized with specific needs and desires of your church. Is there a need for preschool only, after school care, summer day camps etc? What are the ages of most of the children in your church? What services are needed by your church and community?
- 8) Let the members of your church make comments on the survey regarding their desires for a Christian Education. You can see a sample of some of ours on our menu under Survey Says...
- 9) One of the most beneficial things we did as a team was to have one of the state approved agencies for church schools come and visit our church and meet with our team. We chose Tennessee Association of Christian Schools (TACS) out of Chattanooga. They came for lunch with our Research Team and made a presentation regarding the services they provide and answered thousands of questions for us. This was all free of charge too!
- 10) You may want to begin compiling a chart of information regarding the various church or private schools in your area. I made a list of the nearest schools, their enrollment, tuition and fees, curriculum, etc. All of this information helps your team see what is out there and begin to actually think about the possibilities. Some of the schools we researched had as many as 200 students, some as few as 29. Success is not necessarily about size but about quality.
- 11) From the list of schools you have compiled, now decide which schools you want to contact to request a visit. Believe me when I say this, all of the schools we visited were unbelievably kind and gracious. If we were a nuisance, they never let on. Plan on visiting schools that are unique from each other. You want to get a wide range of what schools are doing, each one has definite strengths and you should target at least one new school and one that has a similar character to your church views and/or doctrine. Visit schools where you can learn something new. God and commitment to Christian Education were the two common factors. Methods, curriculum, size, style, building set up are so varied and exciting that it opens up an abundance of choices for your team to explore.
- 12) Ask a church school for a sample budget. This may seem awkward, but it will answer so many questions for your team and the church body. With this budget in hand you can have a bookkeeper make a simple, sample school budget that will meet your needs.

13) Make a list of recommendations for your church using all the research you have compiled. Do not worry about being too detailed. Most of the minute details will be carried out by the school board. Include the sample budget you have worked on so that the church body has an estimate of what the costs and tuition of this ministry will look like and how things will get paid.

14) Now present this recommendation to the church and give them time to pray and ask questions!



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Research Phase...check!

Checklist #2 will be focused on the work that happens after the church has voted yes to a church school.

0 responses to “Checklist #1”

◦ *Karen Bracken*

Your comment is awaiting moderation.

June 22nd, 2014 at 1:41 pm

I cannot wait to read Check list #2. This will be a big help to others that want to spread the word of God and save our children.

Reply

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