

Kingdom Christian School

A Roadmap for Starting a Christian School and An Inventory of Tasks

By Edward E. Gamble

Starting a Christian school is a challenging task; however, following a well-designed process will lead to a good beginning and a strong school. What follows is not an exhaustive compendium of tasks nor is it a detailed process. Rather, it is a general outline, a foundational roadmap upon which a complete process can be built.

The following broad questions must be answered early in the process. They are all addressed in the Inventory of Tasks and the Timeline below:

1. Concept: What does God want done?
2. Governance and organization: How will his school be governed, organized and sponsored?
3. Market and students: Who will be served by this school? Who are the target families/students?
4. End product and outcomes: How does God intend to measure his school's success?
5. Curriculum and Extra-curriculum: What does God want students to learn?
6. Location and facilities: Where does he want his school and what kind of facility does he intend to provide?
7. Timeline: When does God want to begin?
8. Resources and funding: What resources will he need to supply and who will supply them?
9. Methods and marketing: How does he intend to promote and achieve his plan?
10. Stakeholders: Who does God want to be involved as leaders, parents, staff?
11. Models: What models does God want us to see?
12. Faculty and staff: What kind of staff does God intend. How and where will we find them? How will the effectiveness of their work be assessed? How will they be compensated?

Inventory of Tasks

- I. Begin and maintain the process with prayer.
 - A. Select a Prayer Team and chose a leader.
 - B. Schedule regular meetings, publishing a list of prayer issues.
 - C. Report progress and answers to prayer.
- II. Establish the school's philosophy and foundations (see Kingdom Education by Dr. Glen Schultz).
 - A. Order copies of *Kingdom Education: God's Plan for Educating Future Generations* for all those involved in the planning and praying. Required reading!
 - B. Attend *Building a Kingdom School Institute* June 13-15, 2007 at LifeWay Christian Resources in Nashville.
 - C. Schedule to attend *Christian School 101*, a workshop on how and why to start a Christian school
 1. *Christian School 101 at First Baptist Church Orlando, Florida, February 12-13, 2007*
 2. *Christian School 101 at First Baptist Church Wake Forest, NC, Spring 2007*
 3. *Christian School 101 at First Baptist Church Dallas or Houston, Texas on Fall 2007*
 - D. Determine type of school (mission/outreach, covenant or some both).
 - E. Determine the corporate status for school, non-profit; sister foundation?

- F. Establish the Mission and Vision of the school.
 - 1. Why are you starting a school?
 - 2. What do you expect to achieve—picture of outcomes for children, families, church and Kingdom.
 - G. Market positioning and penetration (what student populations are targeted, parental resources, quality parameters, etc.).
 - H. Develop school's By-laws and Constitution.
 - I. Develop the school's Core Values, Biblical operating principles and policies.
- III. Governance and Administration: Roles of Board and Headmaster.
- A. Chain of command: clearly define separate roles of headmaster and board
 - B. Determine job descriptions of board and head.
 - C. Create a profile and position announcements for hiring headmaster.
 - D. Hire a search consultant? Pros and cons.
 - E. Hire the headmaster and organizer team members.
 - F. Provide training in Policy Governance model for pastor, board and head of school.
- IV. Look for and recruit partners who share the school's vision and philosophy.
- A. Identify and recruit the founders.
 - B. Identify and recruit potential donors, trustees and key faculty (masters).
 - C. Look for people who can supply W³I (Wisdom, Work, Wealth, Influence).
 - D. Create links to pastors and churches in the area.
 - E. Establish relationships with other school leaders, especially Christian schools.
 - F. Establish relationships with other community leaders.
- V. Establish operational principles, policies and documents.
- A. Develop a growth plan (enrollment projections 5-10 years).
 - B. Determine type of program and curriculum (college preparatory, vocational, learning disabilities, homeschoolers, etc.)
 - C. Explore financial models: Capital and operational
 - 1. Tuition, financial aid, compensation, programs, fundraising, etc.
 - 2. Land, facilities, FFE, endowment, etc.
 - D. Draft handbooks (Board, Parent/Student, Staff)
 - E. Create job descriptions for board and staff.
 - F. Determine admissions and recruitment policies and procedures, strategies, timetable.
 - G. Assess impact of competitors on enrollment, faculty recruitment, and fundraising (public schools, private schools and other Christian schools)
 - H. Establish faculty requirements, qualifications, salary/benefits, student-teacher ratio, recruiting strategy.
 - I. Determine Faculty training needs: short term and ongoing.
 - 1. Biblical worldview integration
 - 2. Instructional improvement
 - 3. Technology integration and use
 - J. Develop a marketing plan to address unique challenges and strategies
 - K. Assess impact of legal, code, regulatory and other governmental issues
 - L. Begin planning for accreditation and affiliations:
- VI. Develop a Plan and Timeline to address these issues.
- A. Need for outside consulting help? Source of funding to pay for these services?
 - B. Regularly publish updates on the progress to the community and constituencies
 - C. Design a grand opening. Set an opening date, ceremony and service of thanksgiving.