



*Uniting Home, Church, and School in Jesus Christ*

SOUTHERN BAPTIST ASSOCIATION OF CHRISTIAN SCHOOLS • 14359 MIRAMAR PKWY. SUITE 333, MIRAMAR, FL 33027 • WWW.SBACS.ORG

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## **Kingdom Christian School General Timeline for Fall Opening Approximately 12 months**

*This is a general timeline which will be affected by many local factors and conditions such as funding, facility development, timing of hiring of the headmaster and organizing team, etc. Some tasks may need to occur earlier if local factors dictate such as enrollment launch time and faculty recruiting.*

### **Immediately**

1. Set up prayer team.
2. Begin search for headmaster, employ search consultant.
3. Create corporate entity for school and file for non-profit status.
4. Determine mission, vision, bylaws, constitution and core values.
5. Develop start up period budget and establish funding.
6. Design and begin construction of initial facilities.
7. Establish legal and accounting relationships.
8. Begin establishing relationships with area churches and schools.
9. Assess impact of legal, code, regulatory and other governmental issues

### **Month 1**

10. Establish the board, recruit founders. Set up board meeting schedule for the year ahead.
11. Establish a “Founding Fifty” donor group to provide annual venture capital needs.
12. Create a pastor advisory committee. Involve area churches in the school early, creating links to their congregations to recruit students, staff, board members and donors.
13. Procure and maintain a database of prospective faculty and students. Keep them informed with regular communications.

### **Months 2-5**

14. Attend *Christian School 101*
15. Hire headmaster and organizing team.
16. Conduct board training and strategic planning.
17. Establish faculty needs and compensation schedules; design application and HR process, materials, information packet, etc.
18. Define the program, curriculum and extra-curriculum.
19. Create curriculum guides and mapping.
20. Decide on accreditation timing and process. Make contact with association to gather needed materials, timetables, processes, standards.

21. Design and create marketing materials: logo, website, brochures, admissions packets, DVDs, application, etc. Develop a schedule of press releases regarding the school's formation.
22. Develop marketing plan for recruiting students and faculty, engaging the media, developing printed and electronic materials, cultivating donors and volunteers.
23. Launch media awareness program to create interest.
24. Determine facility needs and match phases to growth plan.
25. Determine and set tuition and fees.
26. Develop 5 year budget with enrollment projections.
27. Establish financial assistance program guidelines, budget and marketing strategy.
28. Set up school calendar for 2007-2008 year.
29. Select school management software and conduct training.
30. Set up accounts receivable and admissions, modules.
31. Develop handbooks and policy manuals

#### **Months 6-7**

32. Launch advertising for students and teachers.
33. Launch enrollment campaign.
34. Begin hiring faculty and staff.
35. Plan the opening of school.

#### **Months 8-9**

36. Recruit volunteers to establish parent organizations (PTF, Boosters, etc.).
37. Select and order textbooks, furniture, technology, etc.

#### **Months 10-11**

38. Complete construction of Phase 1 and begin moving in to facilities.
39. Begin installing technology.
40. Complete the faculty.

#### **Month 11-12**

41. Attend Building a Kingdom School Institute.
42. Conduct teacher training retreat.

#### **August/September**

43. Opening Day! Praise the Lord and bring on the children!