**GO NOW :: Planning Outline**

**AUGUST**

* Director Team (Wes, Elizabeth, Mitch, Ashley, & Matt Clark)
	+ Evaluate Summer Projects
		- Admin organizes & summarizes student and staff feedback for Director Team to read
		- Meeting usually takes 3 hours minimum
	+ Director Team plans actions steps for Air War/Ground War recruiting and delegates tasks and deadlines for completion

**SEPTEMBER**

* Director Team
	+ Meets in mid-September to decide international locations & check-up on status of GO NOW tasks
* Air War
	+ Collect information for booklet & website
		- Refine Applications & Deadlines
	+ Collect information/photos for bookmarks
	+ Get idea for GO NOW video to use in November
	+ Show video about GO NOW at SC UNITED
* Ground War
	+ Senior Conversations (mid to late September)\*
		- *\* see notes on Senior Convo’s*

**OCTOBER**

* Director Team
	+ Brainstorms Summer Placements for STAFF & Potential Student Leaders who would lead (Early-October)
		- *When do we inform STAFF where they are going?*
	+ Brainstorms SC Staff Placements for following year
	+ Finalizes International Locations
	+ Give Prayer Goals for GO NOW to SC STAFF
* Air War
	+ Finalize website, booklet
	+ Finalize Bookmark, stickers, and t-shirts
	+ Finalize GO NOW video
	+ Preaching
		- GO NOW plug at Retreat
			* Hands On & National Church Planting Breakout Session at Retreat
* Ground War
	+ Finalize How to Have Underclassman Conversations
	+ Schedules Go Now conversations with all underclassman Student Leaders (end of October)

**NOVEMBER**

* Director Team
	+ Inform STAFF where they are going for summer?
	+ Coach SC Staff how to have underclassman GN conversations (end of October or early November)
	+ Remind Prayer Goals for GO NOW
* Air War
	+ All promotion (stickers, bookmarks, booklets, website) should be completed & ready
	+ At Weekend Service, JD & Campus Pastors highlight GO NOW through video and stage statement
		- GO NOW Table in lobby with further information & donuts
		- Students fill out interest form
	+ SC STAFF follows up with all students who filled out interest form
* Ground War
	+ Coach SC Staff how to have follow up conversation with interested student
		- Bring a Student Leader along (give prayer guide, etc.)
	+ Each University campus delegates to when & who to follow up with
	+ Make a google doc that monitors the progress of following up with students

**DECEMBER**

* Director Team
	+ Senior Commitment is December 1st
	+ Read through applications & brainstorm placements
		- Schedule interviews for early January
* Air War
	+ Send a broad email with info & video to all interested students about GO NOW
* Ground War
	+ Keep following up with interested students

**JANUARY**

* Director Team
	+ Interviews with potential SC Staff & International Teams
	+ Hire & placement mid-January
	+ Training of SC Staff & International on support & orientation in January
* Air War
	+ Use SC UNITED to highlight GO NOW (Video, student testimony)
	+ Have JD or Campus Pastors highlight GO NOW from stage
	+ Keep following up with interested students
* Ground War
	+ At SLTeam Gathering in January, give more vision for being a part of City Project or Second City
	+ Keep following up with interested students
	+ SC STAFF & veteran Student Leaders recruit through D-Groups & Family Group

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**Pre KICK\_OFF**

1. **Meet w/College Pastors in January for Transfer**
	* read through previous summer Evaluations
	* get previous summer notebook & documents
2. **Plan what needs to be communicated about City Project at Go Now Kickoff**
	* Look at last’s year City Project Kick\_Off document and see what we need to replicate & change
	* Coordinate with Dave Turner & Mitch McCaskell what needs to be communicated at Kick\_Off about City Project
	* Set Up Landmark Meeting Schedule
3. **Reserve Summer Housing (Dave)**
4. **Book JD for Go Now Talks (Dave)**

**KICK\_OFF Day, Feb 20th**

1. **Run Point for Kick-Off Day for City Project (Justin)**

**POST KICK\_OFF [MARCH]**

1. **Delegate Roles of Staff on March 1st (Justin & Julius)**
	* Show & clarify “job descriptions” to staff for summer
	* Give them deadlines and accountability template
2. **Spur On Landmark Meetings (Justin)**
	* Coordinate with Landmark Staff when to communicate:
		+ International Locations
		+ Internships
		+ Housing
	* Make sure Meetings are centered on how support-raising is discipleship
3. **Go Over Budget (Justin)**
4. **Coordinate with Mitch International & NYC Information & Deadlines (Justin & Julius)**
5. **Develop Summer Schedule & Books to Go w/Schedule (Justin & Julius)**
	* What Books this summer? (Justin, Wes, & Dave)
	* Orientation Schedule
	* Whole Summer Schedule
		+ Add Date Nights, Pastor Dinners (have at least one minority pastor dinner), Teaching/Speakers, Social Nights, D-Groups
	* Teaching Module Schedule
		+ Explanation of Themes/Days
		+ Book JD ASAP
	* Bible Study Theme & Schedule
6. **Finalize Who is Writing Teaching Material for City Project (Dave, Wes,Elizabeth, & Justin)**
7. **Finalize Teaching Location (Justin via Ashley)**
	* Brier Creek KidsSpace Room? Or Middle School Space?
	* Sound system…and projector

**POST KICK\_OFF [APRIL]**

1. **Materials (Books, Welcome Bags, etc.) (Ashley & Welcome Team)**
	* Make LANYARDS for CP, Leaders, and Second City
	* Print Bible Study…make LOGO
	* BUY NOTEBOOKS/DIVIDERS
	* Get City Project Books (Master Plan of Evangelism? & Cross-Centered Life?) or other books/resources
	* Design & Order T-Shirts
	* Get Welcome Bags
2. **Check Requests & Money (Justin via Ashley & Food Team)**
	* Orientation Cash Expenses (Roommate Dinner, etc.)
	* How are we going to do grocery $ for CP students?
		+ How do we want to do $? Cash or Cards?
	* NYC
		+ Make NYC $ envelopes
		+ Request Cash for Food & Subway Tickets
3. **Create FAQs for Parents (Justin)**
	* Emergency Contact info
	* International info & living in Durham safety, etc.
4. **Work w/Wes & Dave on GO NOW Leader Retreat Flow & Topics for Training (Dave, Wes, & Justin)**
	* Immerse “interns” into the retreat
	* Make retreat booklet/schedule
	* Specific Prayer Points
5. **Refining/Syncing Orientation Talks (Dave)**
	* Give a deadline for Training/Orientation talk outlines, and make sure to read over them before they are given at Orientation
		+ Make edits…and additions

**POST KICK\_OFF [MAY]**

1. **Notebooks (& MAKE LEADER NOTEBOOKS Before Go Now Leader Retreat) (Justin via Ashley)**

 GOALS of SUMMER TITLE PAGE

* + Discipleship Tree // Evaluation Grid
	+ GOALS for Summer with SCRIPTURE Foundation

 ORIENTATION TITLE PAGE

* + Orientation Schedule
	+ Summer Schedule
	+ Rules/Guidelines
	+ Roommate Questionnaire
	+ Emergency Contact List
	+ D-Group Teams
	+ International Teams
	+ Risk is Right/or Finish the Mission Discussion Questions
	+ Orientation Teaching Notes (Evangelism, Gospel, etc.)

 NYC Title Page

* + NYC Schedule & Info
	+ NYC Module Learning

 TEACHING Modules Title Page

* + Class Schedule with Outline
	+ Extra Note Pages
1. **Housing (Housing Team)**
	* Make sure to add housing for single staff (Elizabeth Hughes, Robbie, etc) that doesn’t live close to Durham
	* Assigning Roommates & CP Interns…and email this to students
	* Center Hub Check-In for Keys, Notebooks, etc. at Brier Creek
		+ Giving Address & Keys
		+ Welcome Bags with Maps, Drinks, T-Shirts, and Candy
		+ Giving Notebooks
		+ Dessert Location
2. **Final Prep Email(s) to Students (Ashley)**
	* Come to Housing Hub @ Brier Creek
	* Timeframe of Move-in
	* $upport Deadline!!!!!
	* Homework

**\*\*\* City Project Director Summer Role will be given later\*\*\***

**AFTER INTERNATIONAL**

1. **Debrief Week (Dave)**
	* Speakers/Themes (*We want to help them transition back to disciple-makers in school…but also give them vision for the next summer & after graduation*)
	* 1x1 Challenges
		+ Speak Strengths/Weaknesses to D-Group students
		+ Specific next summer & after graduation ideas
	* Food?
	* Banquet-
		+ Location?
		+ Video
		+ Testimonies from Students
		+ Funny Awards
		+ Good Food
		+ Nice atmosphere (tablecloths, candles, music, etc.)
		+ Celebrating God for His Work
		+ Invite Pastors/Parents?
	* Evaluation
		+ Before & After Questionnaire
		+ Evaluation Grid/Question(s)
		+ Discipleship Tree
		+ D-Group Blessing…Gifts!
	* Celebration Dinner w/2nd City & CP Staff

**AFTER GO NOW CLOSING BANQUET**

**19. Closing Out (Justin & Dave)**

* + Staff Completes Evaluations
	+ Staff Completes Role Summary so we can reproduce for next year
	+ Clean Out Apartments
	+ Balance Finances/ & international locations
	+ Organize & clean out College Closet