**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