FROM WORSHIP HUB TO ASSEMBLY

MILESTONES

BERESHYT

☐ Review Vision, Mission, and Purpose of Great Awakening

☐ Fill out your Strategic Worship Hub Application.
https://www.greathebrewawakening.org/index.php/communities/strategic-satellite-centers

☐ Enter the initial discernment process and interview with the Great Awakening Strategic Worship Hub Team.

☐ Reach out to potential awakened believers in your area that are awakened and follow our teachings or agree with the Great Awakening International's mission. (We may assist you in building that list).

☐ Attending virtual or on-site training with your team and cultivate the tools needed to build a Worship Hub in your area.

☐ Liaison establishes a personal meeting with GAI

☐ Agree with Covenant Agreement

☐ Agree with Doctrinal Beliefs

☐ ***Liaison and Core Group meet with Worship Hub Team***

LIAISON MEETINGS AND TRAINING

- ☐ Liaison attend monthly training meetings with Great Awakening
- ☐ Assigned an Zaqen (Elder)
- ☐ ***Assigned a Worship Hub Ambassador***
- ☐ Download WhatsApp to stay in contact with other Worship Hub Liaisons

COMMUNICATE THE VISION AND VALUES OF A WORSHIP HUB

- ☐ ***Great Awakening International will send the liaison a list of names of people in the area that are awakened and follows the GAI teachings.***
- ☐ Send an email that will include information about the new Worship Hub in the area, the formation of the fellowship, the benefits of Worship Hubs and an invite to the Worship Hubs Kickoff Gathering/Rally
- ☐ *Liaisons and the core group will reach out to individuals in that area to share with them the vision of the Worship Hub and values for developing this Hebraic community.*

PRAYER

- ☐ Establish a Prayer team with individuals who feel called to join the worship hub
- ☐ The liaison and core group should spend significant time in prayer.

VISION AND PLANNING

- ☐ Core values written
- ☐ Mission statement developed

- ☐ Vision statement developed
- ☐ Statement of Purpose developed
- ☐ Constitution and By-Laws established
- ☐ Overall strategy for planting the assembly developed
- ☐ Date in place for first fellowship or gathering
- ☐ Have a retreat (or small getaway) to pray and plan for continued growth with your team
- ☐ Plan Worship Hub schedule
- ☐ ***Sign the GAI Commitment and Covenant Agreement Form***

DEVELOP THE CURRICULUM/STRUCTURE

- ☐ GAI is in the process of developing a curriculum and structure for GAI Worship Hubs Liaison and Leaders to use during their group settings.
- ☐ The structure is developed around the 4 W's. The ***Welcome, Worship, Word, and Witness.***

SELECT A WORSHIP HUB MODEL:

- ☐ Choose a Worship Hub Model that works for the group and area
- ☐ Traditional Model
- ☐ Hybrid Model
- ☐ Live Teaching Model

PROTOTYPE STUDY GROUP

- ☐ Begin a prototype group with the Worship Hub.
- ☐ Begin to meet and fellowship together weekly to grow spiritually, emotionally, and relationally.

- ☐ Help grow and build the Strategic Worship Hub group until an Ambassador is assigned or a Moreh (teacher) emerges out of the group or one is sent by the Great Awakening International to serve each location will usually have its own unique flavor and feel within the boundaries of the Worship Hub vision and mission.
- ☐ Meeting and Praying with a group of followers in your geography
- ☐ Building Relationships with Awakened believers in your city
- ☐ Establish Torah/Bible Study time
- ☐ Work with the Ambassador and Great Awakening International to solidify final details on format, video transmission, fellowship strategies, and the worship hub location.

REPORTING

- ☐ Worship Hubs Liaisons and Ambassadors meets once a month with Great Awakening International to give a report
- ☐ Each liaison will be responsible for making sure that the GAI receives reports on the growth and development of the Worship Hub. The report will include meeting time, place, attendance, breakthroughs, glitches, and comments. This will allow GAI to be still connected with each Worship Hub around the world and to help them grow as a community.

LEADERSHIP/CORE DEVELOPMENT

- ☐ Establish a Core Team
- ☐ Set training dates with potential leaders/elders

- ☐ Develop regular times to meet with leaders of various ministries
- ☐ Begin the process of identifying leaders
- ☐ Worship leader identified
- ☐ Hospitality team identified and trained
- ☐ Children's ministry leader trains the Nursery leader
- ☐ Youth ministry leader trained
- ☐ Follow-up leader identified and trained

OUTREACH

- ☐ Survey of awakened people in your city
- ☐ Survey of the community in which we will plant the assembly
- ☐ Zero in on our target/focus group
- ☐ Logo designed
- ☐ A memorable slogan chosen
- ☐ Invitation Cards, Flyers and Brochure for assembly developed
- ☐ Monthly information meetings for everyone interested in the assembly
- ☐ Sponsor special outreach event prior to birth
- ☐ A large outside banner created
- ☐ Design and print Guest Packets & Cards
- ☐ Direct mail or e-blast campaign to the targeted community
- ☐ Community blitzed with flyers and posters
- ☐ Social Media advertising developed

SOCIAL MEDIA

- ☐ FB Page
- ☐ YouTube

ADMINISTRATION

- ☐ Assembly EIN secured
- ☐ Articles of Incorporation secured
- ☐ Postal address secured
- ☐ Statement of Beliefs composed
- ☐ Constitution and By-Laws developed
- ☐ Secretarial help in place
- ☐ Letterhead, envelopes, and business cards developed

FINANCE

- ☐ Secure a Cashapp and Paypal Account
- ☐ Secure giving/offering strategies, deposit slips, financial forms
- ☐ Cost determined for start-up needs
- ☐ First year budget for worship hub developed
- ☐ Raising of funds strategy
- ☐ Train two reliable staff to count, record and deposit the offerings
- ☐ Mishpacha / Financial Management System (Church Trac)

FACILITIES

- ☐ Meeting place secured
- ☐ Facilities team in place and trained to set up correctly
- ☐ Process for transporting portable items in place
- ☐ All needed equipment and supplies are on hand before first service

FIRST GATHERING

- ☐ Establish a Sabbath gathering date
- ☐ Ingredients for first public gathering in place
- ☐ Worship plans appropriate Hebraic worship style
- ☐ Order of Shabbat Gathering prepared

☐ Have a walk-through service a week prior to the first gathering

☐ GAI representatives, will fly into your area for the inaugural gathering.

FOLLOW-UP

☐ Determine follow-up strategy

☐ Have guest to fill out Information forms

☐ A strategy in place for all first-time visitors

☐ Develop a good records system of all visitors and contacts

DISCIPLING & ASSIMILATION

☐ Mishpacha Classes

☐ Hebrew Academy International

☐ Sabbath Academy (Hebraic Education/Discipleship Course)

☐ Leadership Training

IDENTIFY & TRAIN A LEAD MOREH

☐ Help GAI identify a potential Lead Moreh and

☐ Recommend a lead Moreh to be vetted and train through GAI

ASSEMBLY READY

READY TO BECOME AN ASSEMBLY

☐ Once a potential Lead Moreh is identified for the hub and the group is steady and stable, GAI will begin the process

of training. GAI will take the Worship Hub through the process of becoming an official Assembly.

Starting a GAI assembly is exciting work. We love it! We also know the number of steps to plant an assembly quickly becomes overwhelming. Getting incorporated — building your core team — finding your location — spreading news of the launch — What are all the things I have to do? How early do I need to start? What if I forget something!

GAI developed a strategy to help worship hubs, liaisons, and ambassadors organize the process to alleviate some of this stress. That's why we've worked to assemble this Assembly Timeline. It not only lists your to-do's to launch a new assembly, it lays it out on a timeline so you know when to start what!

VISION
☐ Choose a name
☐ Set a Launch date
☐ Write Vision & Mission Statements
☐ Statement of Faith from GAI website

PROMOTION
☐ Finalize name and start branding process
☐ Establish corporate identity, develop logo, business papers & cards
☐ Take pictures & videos of early stages

STATE LEGAL
& CORPORATE ACTIONS
☐ Check name availability

- ☐ Incorporate in state
- ☐ Register State Department of Revenue
- ☐ Apply for sales tax exemption

ADMINISTRATION
- ☐ Get Post Office box
- ☐ Assembly Development Plan:
- ☐ Strategy for all areas, task list for each area, list items for purchase
- ☐ ¨ Interoffice Communication: Launch Team, mailbox & folders

L E A R N I N G & N E T W O R K I N G
- ☐ Attend GAI Assembly Meeting(s)
- ☐ Attend other assemblies: large & established, new assembly plants, in & out of city
- ☐ Virtual Assemblies plants
- ☐ Permanent building plants

MARKETING
- ☐ GAI will purchase domain name for you.
- ☐ Write website content: Home, About, New to Us, Ministries, Get Involved, What to Expect, FAQs
- ☐ GAI will work with you to get site designed & developed
- ☐ Post to blog weekly
- ☐ Create Facebook account
- ☐ Create personal accounts: Facebook, Twitter,
- ☐ Instagram, etc.
- ☐ Develop a YouTube Channel and Facebook Page
- ☐ Bulk Mail Permit: apply for nonprofit status with USPS

LEADERSHIP PROCEDURES

- ☐ Develop interoffice forms: ministry report, expenditure request, reimbursement request, event evaluation
- ☐ Develop logos for ministry areas
- ☐ Develop service forms: connection cards, ministry
- ☐ team cards, volunteer interest, honor code

FINANCIAL
- ☐ Set up an office & files
- ☐ Financial software & computer
- ☐ Work with GAI's Finance Team
- ☐ Develop ministry resources list
- ☐ Develop general budget
- ☐ Income & expenses spreadsheet
- ☐ Open bank checking account
- ☐ Print offering envelope
- ☐ Develop Terumah Statement

FEDERAL LEGAL & CORPORATE ACTIONS
- ☐ Determine Board of Directors
- ☐ Obtain EIN
- ☐ Craft Constitution & Bylaws
- ☐ Develop Assembly Leadership Team: meeting minutes, appoint team members, ratify the Articles & Bylaws, pass resolutions on checking account, borrowing money, out of pocket expenses, adopt policies on conflict of interest, reimbursement, salary
- ☐ Develop corporate records.
- ☐ Ordination for Lead Pastor (file with state)
- ☐ Apply for non-profits status in your State
- ☐ Adopt chart of accounts
- ☐ Payroll tax forms

CHILDREN'S & YOUTH MINISTRIES
- ☐ Children's ministry forms: application, accident report, activity consent, medical authorization
- ☐ Registration system & tags
- ☐ Get local youth involved with GAI's Obeyah Youth Family and Crowned Descendants Children's Ministry
- ☐ Children's curriculum (GAI has developed one for you)
- ☐ Design brochures for each area

WORSHIP
- ☐ Use tracks to engage Mishpacha in worship
- ☐ Develop a band
- ☐ Identify Worship Leaders and Musicians
- ☐ Begin developing Hebraic song list & files

INFORMATION MEETINGS
- ☐ Secure venue (café, restaurant, community center)
- ☐ Develop & send invites.
- ☐ Develop swag for guests (shirts, hats, etc)
- ☐ Create connection card
- ☐ Prep media presentation & gather all printed material for display.
- ☐ Develop and run Facebook and Instagram paid ads
- ☐ Hold meetings: share church vision, Dream Team sign-up
- ☐ Build Launch Team to 35 before Launch (interest meetings, start-up parties, coffees, etc)

LOCATION
- ☐ Get building for Shabbat Gatherings
- ☐ Obtain liability insurance: corporate, event, property and storage.

PORTABLE SYSTEM

- ☐ Purchase all equipment: instruments, sound system, projection screen & computer, platform, décor, furniture, tables, chairs, toys, consumables, guest central & signage needs
- ☐ Order, Track, Document: items & serial #s
- ☐ Finalize all signage & text