PLANTING THE GOSPEL

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FOLLOWING JESUS FOLLOW-UP CHECKLIST

From Event to Follow-Up to Final Report

Simple Win: Help students move from attending the event or making a spiritual decision to learning how to follow Jesus in everyday life.

Communication Checklist

✓	When	What Happens	Owner	Action
☐	**Within 12 hours**	**Receive three spreadsheets**	Ministry Leader	Receive and review: 1) students who selected your ministry/church; 2) unassigned students with spiritual response; 3) unassigned general registrants. Assign names to Student Leaders.
☐	**Within 24 hours**	**Make first contact**	Student Leaders	Contact assigned students. Invite them into a next step using the Following Jesus Journal. Track response: yes, maybe, no, or no response.
☐	**Within 72 hours**	**Meet and give journals**	Student Leaders	Meet for initial instructions. Give each student a journal. Explain the 30-day journey and set the first huddle time.
☐	**Within 7 days**	**Start first huddle**	Student Leaders	Hold the first micro-group huddle. Use the journal and keep it simple: What is Jesus saying? How will I respond? Who can I share this with?
☐	**Weeks 1-4**	**Meet every 7 days**	Student Leaders	Continue weekly huddles through the Gospel of Mark. Encourage students, pray together, and keep tracking participation.
☐	**Week 5**	**Final gathering**	Student Leaders	Meet one final time to determine next steps: continue, join a ministry/church, or help start a new micro-group.
☐	**After Week 5**	**Submit final report**	Ministry Leader	Submit numbers, stories, obstacles, and next-step recommendations. Schedule a short debrief with PTG/UniteUS.

Final Report Checklist

Numbers to Report

- ☐ Students assigned
- ☐ Students contacted
- ☐ Students who responded
- ☐ Journals given out
- ☐ Micro-groups started
- ☐ Students who completed 30 days
- ☐ Students continuing
- ☐ Students ready to help lead/multiply

Debrief Questions

- ☐ What worked well?
- ☐ Where did students respond?
- ☐ Where did follow-up break down?
- ☐ What stories should we celebrate?
- ☐ Who could help start another group?
- ☐ What should we improve next time?

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