Guidelines for Campus Growth for Seacoast Church
Spring 2007
www.seacoast.org

Guidelines for Campus Growth

Introduction

Since opening our first offsite campus in the spring of 2002 Seacoast has seen thousands of people added to our church family. We have seen clearly that God has called us to continue to open campuses across South Carolina and beyond to reach as many people as we can as quickly as we can with the Good News of the Gospel. In fulfilling this call we have also seen the need for a framework on which to build the future of Seacoast Church; that is the purpose for these Guidelines for Campus Growth. While these guidelines are intended to inform and shape our decisions as we look to the future, this is a living document which will grow and change as God provides new challenges and opportunities. The bottom line is that everything be done "decently and in order" as we continue to fulfill God's purpose for Seacoast on earth.

Mission and Core Values

Mission

The mission of Seacoast Church is to help people become fully devoted followers of Christ. We work toward this vision by presenting the good news of the gospel to the unchurched, uncommitted, and unconvinced of our community in a fresh, relevant way.

Core Values

Seacoast Campuses emphasize the following Core Values:
1. Authenticity
2. Externally focused
3. Practical teaching
4. Worship that is Spirit filled, contemporary and led with excellence.
5. Relaxed, non-threatening atmosphere
6. Children's ministry that is fun and inviting.
7. Relational small groups that foster community and discipleship.
8. We are one church, many campuses

Strategy

Identification

In identifying a new campus we look at three factors:
1. **The right people**.
   Key people in starting a campus (Hired internally or externally, depending on situation)
   a. Campus Pastor
      In addition to the qualifications of 1 Timothy 3 a Campus Pastor should have the following traits:
      - Recognized leader in his circle of influence
      - A team builder

- Developer of other leaders
- Heart of a pastor
- A passion to reach the community where the new campus will be located
- Entrepreneurial
   b. Worship Leader
- Chosen by the Campus Pastor in agreement with the Worship Arts Central Support team leader
   c. Children's ministry director
- Chosen by the Campus Pastor in agreement with the Children's Ministry Central Support team leader
   d. Small Group Coach
- Chosen by the Campus Pastor in agreement with the Small Group Central Support team leader.

2. **The right place.**
   The key factors in finding the right place are
   a. Are there people in the area with a connection to Seacoast?
   b. Is there a need in the community for a church like Seacoast?
   c. Are the demographics conducive to a church like Seacoast?
   d. Is the campus located in a growing community?

3. **The right time**
   A Seacoast campus is ready to birth a new campus when…
   a. They have multiple weekend services
   b. They are experiencing significant crowding in their prime time service(s)
   c. They can financially absorb the loss of attendees to launch a new campus
   d. The main leadership for the new campus has been identified
   Ideal times for starting a new campus
   a. Beginning of the year
   b. Easter
   c. Fall (After school starts)

Building the Core
Once the key leader or Campus Pastor has been identified the following strategy is followed.

1. **Campus Pastor**
   A new Campus Pastor undergoes three months of training in Mt. Pleasant before being sent to his campus. Training consists of books, small classes, hands on experience and immersion in Seacoast DNA.

2. **Core group**
   The second step is to start a small group. The purpose of the small group is to build a core of leaders for the new campus. Small group members come from people with Seacoast connections, their acquaintances and people the Campus Pastor draws. The group meets weekly for vision casting, relationship building and outreach.

3. **Café**
   Once the Core Group reaches 20-30 adults they move to the Café stage. A medium size space is secured for weekly celebration meetings (small church services) and the group divides into 2 or more small groups. The Pastor continues to meet weekly with the key leaders. At the weekly celebrations all of the small groups come together for worship, teaching and children's ministry.

4. **Campus**
   Once the Core Group reaches 60 - 80 committed adults, they are ready for the Campus Launch, which ideally begins with 250-350 people on day one. Preferable time from Core Group to Campus is 6 months.

Launching the Campus

Successfully launching a new campus requires the coordination of many key elements. Timing is essential for success. Key elements include:

1. **Site selection**
   Choosing the wrong site can cripple a new campus. An ideal site will
   a. Seat a minimum of 300 people. This will allow the campus to grow to over 500 people in two services before having to consider a new site.
   b. Have space for 60 children divided into 4 areas.
   c. Have parking for 200 cars
   d. Have high visibility in a growing area, surrounded by housing developments. Same rules as a good retail space.
   e. Rent for less than $3600 per month

2. **Leadership team**
   Key leaders must be in place, trained and have their teams in place in the following positions:
   a. Worship Leader
   b. Children's Director
   c. Technical Director
   d. Small group coach and leaders
   e. First Touch leader (Parking, greeting, ushers, bookstore and café)
   f. Setup/tear down team leader
   g. Financial team leader
   h. Administrative Assistant

   In the beginning only the Campus Pastor, Administrative Assistant and Worship Leader are paid positions. As the campus grows other leaders are hired. Some musicians may be hired as contract labor on an as needed basis.

3. **Equipment and supplies**
   Purchased and on hand four weeks before launch date. The Campus Operations Team is responsible for purchasing equipment. Equipment is broken down into the following areas:
   a. Technical (Sound, lights, video, stage, storage)
      $29,000-45,000

b. Children's (Tables, chairs, dividers, rugs, toys, etc.)
$ 7,000-14,000
c. Lobby (Bookstore, Café, Information Center)
$ 2,000-9,000
d. Supplies (Bulletins, offering envelopes, curriculum, growth track materials)
$2,000-7,000
Total $40,000-75,000

4. **Marketing**

The Campus Operations Team will create a marketing plan for each campus. The plan may include one or all of the following elements:

a. **Signage $2,000-5,000**
   Signs need to be large, clear and portable. All signs will be approved and distributed by Central Support.

b. **Mail out $5,500-12,000**
   20-40k direct mail pieces are sent to the surrounding zip code 1-2 weeks before the launch

c. **Radio/Newspaper $3,000-5,000**
   Ads are run 1 week before and the week of the launch

d. **Personal Invitations $ 700**
   These are printed and distributed to core team and to other campuses. They are handwritten and hand addressed to friends who live in the area.

e. **E-vites $ 0**
   E-vites are made available on the Seacoast website.

f. **Informational picnics and gatherings, and events. $ 500-2,000**

g. **Letters $ 300**
   Letters are sent to everyone in the Seacoast database from that area.
   No more than $25,000 is to be spent on Marketing. Depending on the market, less may be spent. Seacoast Central Support is responsible for all marketing of a campus before it starts up.

5. **Practice and Launch services**

a. Setup service 1 (Launch minus 3 weeks)
   i. Set everything up, plug everything in
   ii. Create a list of needs and fixes
   iii. Tear everything down and put into storage
b. Setup service 2 (Launch minus 2 weeks)
   i. Set up
   ii. Run through as many service elements as possible
   iii. Tear down and store
c. Practice service (Launch minus 1 week)
   i. Set up
   ii. Run through a full service

iii. Tear down and store
    d. Launch service

Campus operation
1. **Common areas**
    To maintain the Seacoast DNA at each campus, the following areas are the same at each campus:
    a. Weekend services. The format at each campus will be similar in style, substance and length. 75% of worship music will come from a share catalog of songs.
    b. Growth Track. Each campus will offer the same basic growth track with synchronized scheduling when possible. Elements include
        i.   Newcomers Open House. First full weekend of the month
        ii. The Alpha Course
        iii. Small Groups
        iv. Leadership Classes (Leading Yourself, Leading Others, and Leading Leaders)
    c. Monthly Worship and Communion service ("First Wednesday")
    d. Naming conventions
        The following names are in common at each campus
        i.   Kidscoast (Children's ministry)
             1. Hidden Cove (0-24 months)
             2. Little Ark (2-3 years)
             3. Treasure Island (4 years)
             4. Adventure Beach (5 years)
             5. Harbor Towne (1st-5th grade)
        ii. Nitro (Middle school)
        iii. Small Groups (Rather than Care Groups, Community Groups, etc.)
        iv. Information Center
        v.   First Wednesday
        vi. Newcomers
        vii. First Touch Team (Greeters, parkers, ushers, bookstore, and cafe)

2. **Variables**
   A great deal of variety exists between campuses. Variables include
    a. Wednesday nights. Other than First Wednesdays campuses are free to use the midweek in a way that works best for their needs.
    b. Small groups. Small groups can choose a wide range of topics to organize around. There is no set time for small groups. We operate on a free market concept.
    c. Discipleship events. Each campus can offer discipleship courses in a variety of formats as the need arises.
    d. Special elements in the services such as special music, occasional videos, etc.

e. Missions. Each campus selects its own mission projects or can participate with any of the other campuses in their missions projects as needed and approved by the campus pastors.

f. Special events and projects

3. **Ministry accountability**

Each campus is operated under the leadership of the Campus Pastor. Central Support leaders on the Seacoast Central Support Team (i.e. Children's, Small Group, First Touch, etc.) operate in the role of support, consultant, encouragement in concert with the Campus Pastor on that area of ministry, but each local ministry leader is accountable to the Campus Pastor.
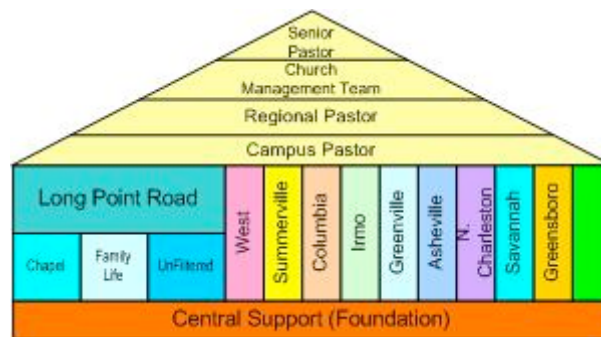
a. Authority flows from Senior Pastor through Directional Leadership Team to Campus Pastors

b. The role of the Senior Pastor, Directional Leadership Team and Campus Pastors is to keep all of the campuses under the same vision (roof)

c. The role of the Central Support team is to keep all of the campuses on the same foundation.

d. The vision is the Seacoast DNA; the foundation is agreed upon Seacoast practices.
The "roof" leads the campuses; the "foundation" supports the campuses.

4. **Team Relationships**

As one church many campuses we operate as teams across campus boundaries. Team relationships are illustrated below:

		Teams		
	Central support	**Campus 1**	**Campus 2**	**Campus 3**
Team Leaders	Purpose Leadership Pastor	Campus Pastor	Campus Pastor	Campus Pastor
	Administrative Assistant	Administrative Assistant	Administrative Assistant	Administrative Assistant
	Children's Pastor	Children's Director	Children's Director	Children's Director

Small Groups Pastor	Small Groups Coach	Small Groups Coach	Small Groups Coach
Worship Pastor	Worship Director	Worship Director	Worship Director
Communications Pastor	Communications Director	Communications Director	Communications Director

Financial

2. **Assumptions**
   - Our financial model is designed for each campus to be self-sustaining within the first 12 months. Three guidelines in all financial decisions are:
     a. Maximize impact while minimizing risk or regret
     b. Think big, plan conservative
     c. Financially, campuses are managed as businesses
   - No individual campus will be allowed to negatively impact the financial health of Seacoast Church. A campus is considered to have a negative impact beyond repair when, after 12 months, it has a bottom line loss of $25,000.
   - Long term obligations will be entered into cautiously and must be approved by the Board of Trustees of Seacoast Church. A campus that is not self-sustaining within 18 months of launch will be closed except under special circumstances.

3. **Startup costs**
   Startup costs are funded from a number of sources. They include Seacoast Central Support, Platinum Donors, and from the core team of the new campus. Startup costs encompass only budgeted expenses incurred prior to the launch. Budgets will vary by campus size, location, and other factors. Startup costs are range from $75,000 to $130,000 per campus
   They generally include:
   a. Purchase of equipment $40,000 to $75,000
   b. Marketing leading up to the launch $12,000 to $25,000
   c. Six months of salary for the campus pastor prior to the launch. (Administrative Assistant may be added prior to launch.) $18,000 to $30,000
   d. Lease of space prior to launch $ 3,000 to $5,000
   e. When a café is begun, salary for worship leader, band members, $ 2,000 to $4,000

4. **Operating Budget**
   All income and expenses after launch are charged to the operating budget. The operating budget is set by multiplying expected average attenders by expected average giving. In most cases the beginning budget is set on the following formula:

250 attenders times $650 per person/per year = $162,500

SCS recommends that campuses set their budgets at 90% of projected income. Budgets also vary depending on what time of the year they start. Refer to **Appendix C** for a copy of a budget for a campus which would start in the spring (Easter) and **Appendix D** for one that would start in the fall. Realize these figures would vary depending on projected tithes and actual start date but could be used as a template for formulating the budget.

SCS recommends the following budget breakdown for a startup campus:

Distant Campus Budget
Income

Attenders	250
Giving per person (annualized)	$650
Projected income	$162,500
Budget	**$146,250**

Budget set at 90% of projected income

Expense	Percentage	Amount
Payroll & Benefits	36%	$52,650
Occupancy costs	19%	$27,788
General Administration	5%	$7,312
Ministry expenses	10%	$14,625
Equipment expenses	0%	$0
Central Support costs	20%	$29,250
Net to campus	10%	$14,625
Totals	**100%**	**$146,250**

Local Campus Budget
Income

Attenders	350
Giving per person (annualized)	$650
Projected income	$262,500
Budget	**$236,250**

Budget set at 90% of projected income

Payroll & Benefits	36%	$85,050
Occupancy costs	19%	$44,888
General Administration	5%	$11,815
Ministry expenses	10%	$23,625
Equipment expenses	0%	$0
Central Support costs	20%	$47,250

Net to campus		10%		$23,625						
Totals		**100%**		**$236,250**						

All expense categories, except the SCS Admin Support, Outreach, and Campus Startup are adjustable from one category to another as deemed necessary by the campus pastor with the exception of payroll. This percentage is controlled on a church leadership level

Staffing Matrix

We have developed a plan for planning the hiring of staff and key volunteers. This staffing matrix has been compiled from previous experience and input from campus pastors.

The complete chart is located in **Appendix A** but a small portion is below for explanation. The chart is broken down by campus size and shows the number of full time equivalent (FTE) staff you need. If the figure is a fraction (.50) it refers to a person working half time or roughly 20 hours per week. The "Total Staff" line on the

Seacoast Church	Attendance range Low & High		Attendance range Low & High		Attendance range Low & High		Attendance range Low & High		Attendance range Low & High	
Staffing Matrix	0	150	150	300	300	500	500	750	750	1000
Jan-07	Best Case		Best Case		Best Case		Best Case		Best Case	
	Paid	Volunteer	Paid	Volunteer	Paid	Volunteer	Paid	Volunteer	Paid	Volunteer
Number of staff	2.50	14.00	3.50	25.50	6.25	30.00	9.25	30.00	11.25	33.50
Campus pastor	1.00		1.00		1.00		1.00		1.00	
Assistant Pastor					0.50	0.50	1.00		1.00	
Worship Leader	0.50		0.50		1.00		1.00		1.00	
Children's Director	0.50		0.50		1.00		1.00		1.00	
Admin Asst	0.50		1.00		1.50		2.00		2.00	
Setup Team Coordinator		1.00		1.00		1.00		1.00		1.00
Prayer Coordinator		1.00		1.00		1.00		1.00		1.00
Total Staff	2.50	2.00								

bottom of the chart is a total of all positions in the column. There are also salary ranges associated with each paid position and campus size which is also included in Appendix A.

The pay scales fit within the salary ranges that a campus of various sizes can generally afford. Realize that they are here for guidelines and will help to keep your campus in line with the overall budget for your campus as well as for the church as a whole.

There are also procedures for hiring which will need to be followed. Please contact the Human Resources Department of Central Support for complete details and hiring guidelines.

Category explanation:

- **Compensation:** This is the total of salaries of all persons paid by the campus, insurance benefits, housing allowance, and employment taxes, allowances, 401k contributions, and other benefits
- **Occupancy expenses:** Rent, utilities, cleaning expense, maintenance & repair, equipment expense,
- **General Administration:** Telephones, supplies, travel, and similar expenses
- **Ministry expenses:** These expenses include Children, Small groups, Adults, Students, Outreach, Seminars, Leader training, Educational resources, Travel, Business Meals, etc.
- **Missions:** Local and global missions as well as benevolence
- **Equipment:** Any additional equipment the campus needs AFTER the campus has been launched and is in operation.
- **Outreach:** 5% of the campus budget goes back to SCS to pay for outreach of the campus and also to help startup future campuses.
- **Central Support costs:** 15% of the campus budget goes to SCS to cover administrative costs.

Benefit the campus receives for this 15% includes

Weekend Experience areas
1. Weekend message and all supporting materials
2. Weekly bulletins
3. Marketing assistance
4. Graphic templates

Training and Ministry areas
5. Leadership training
6. Ministry training
7. Children's ministry support
8. Children's and Student's curriculum
9. First Touch support
10. Small Group support
11. Access to Seacoast documents, publications, and supporting work
12. Other agreed upon administrative support

Technology areas
13. Web site design and management
14. Information Technology support
15. Technology assistance
16. Database maintenance
17. Software training
18. Church Management System program and training
19. Access to resources of other churches

Financial areas

20. Budgeting assistance/financial planning
21. Bookkeeping; handling deposits, paying invoices, generating annual contribution statements, monthly financial reports
22. Human Resource functions; handling paperwork for the hiring process, required legal background checks, processing of your campuses payroll, quarterly and annual reporting, …
23. Health Insurance coverage; negotiating for the best possible rates and programs, annual review of rates and options
24. Benefit processing; handling of cafeteria plan for payroll deductions; required paperwork for 401k program, …
25. Legal council and support
26. Banking relationships
27. Financial strength to borrow money and at below market rates which small churches do not have access to
28. Financial guarantees

5. **Budget process**
   a. Startup budget
      Startup budget is set by SCS. All purchases against the startup budget have to be approved by SCS.
   b. Operating budget
      Operating budget is set by the Campus Pastor in consultation with SCS. Budgets are reviewed regularly with Campus Pastor and SCS.
   c. All Campuses must budget and meet a net bottom line number on an annual basis. This will be agreed upon prior to the launch and during annual budget meetings.

Growth Expectations
1. **Campuses**
   a. All Campuses should grow in attendance yearly. A distance campus is expected to grow in attendance a minimum of 10% per year, while a local campus should grow 15% per year.
   b. Overhead should lag growth of campus.
   c. No new hire until growth in attendance has happened over a period of at least 6 months.
2. **Hub & Spoke Development Strategy**
   a. A Hub Campus is vibrant with high growth. It has an average attendance of 400+ and 24/7 presence in the community (Office Space).
   b. A Spoke is a campus that is launched from a Hub location. The core team develops at the Hub. The Campus Pastor and leadership usually form at the Hub as well
   c. Our plan is to open approximately two campuses per year for the foreseeable future.

3. **Facility Leases**
   a. We will make no lease commitment for more than one year for a startup location.
   b. On continuing Spoke Campuses, we should commit to no more than a 2 year lease.
   c. On continuing a Hub Campus lease, we will commit to no more than a 5 year lease.
   d. Emphasis will be placed on short term liquidity & long term flexibility.

4. **Guidelines to Purchase Land/Building**
   a. Must be a Hub Campus and have launched at least one Spoke
      A Seacoast campus is ready to launch a spoke when…
         - They have multiple weekend services
         - They are experiencing significant crowding in their prime time service(s)
         - They can financially absorb the loss of attendees to launch a new campus
         - The main leadership for the new campus has been identified
   b. Campus goals have been consistently met or exceeded
   c. Any up fit or purchase must be fully supported by a Campus Capital Campaign prior to up fit or purchase
   d. Must be open for at least 2 years from launch of campus. Trends take time to develop and a church takes time to grow. We wouldn't want to build too early and confine God by the box that we build
   e. Must be approved by Seacoast Central Support Management Team and DLT
   f. Must be approved by Seacoast Board of Trustees
   g. A projected budget needs to be developed, reviewed and approved by the Central Support Business Office before submitting to the Seacoast Board of Trustees for approval. This budget needs to include all aspects of the new space (utilities, furniture, phones, security, etc.).

In the event that an existing church is potential gifting their assets to Seacoast Church as part of becoming a Seacoast Campus, these factors must be considered prior to going forward:
- Location (Is the property in an area where Seacoast is considering opening a campus?)
- Long term debt of existing church (Any assumption of assets should have a neutral or positive effect on the overall financial picture of Seacoast.)
- Operating cost (Are they currently operating with a positive cash flow?)
- Environment of existing church
- Organization of existing church
- Compatibility with Seacoast Church

The process for considering these filters is as follows:
1. CSMT and Senior Pastor informed of a potential merger.
2. Preliminary meeting with the pastor/governing body and members of the CSMT.

3. An agreement, outlined by the CSMT, with the governing body to go forward with a study and timeline for the potential merger.
4. CSMT outlines the study and brings the necessary people to the table to find the answers needed. These people could include the following:
    a. Ministry leaders
    b. Attorney
    c. CPA
5. CSMT decides whether to pursue or not pursue the merger
6. Merger taken before the DLT and approved or disapproved
7. Merger taken before the Seacoast Trustees and approved or disapproved
8. Seacoast Senior Pastor gives final approval or disapproval
9. Merger approved or disapproved by the governing body of the merged church.
10. Church is reopened as a Seacoast campus.

5. Central Support
    a. Seacoast Central Support Infrastructure is expensed and financed by 15% Admin Support from all Campuses
    b. Campus launches are restricted to 2 per year until SCS can self sustain itself with that income
    c. Central Support will be regulated to 15% or less of tithe income from the campuses.
    d. Central Support accumulates and dispenses the 5% outreach funds collected from the campuses

Campus Goals

1. The health of a campus is measured in the following categories:
    a. Average Attendance
    b. Average Weekly Small Group Attendance
    c. Total number of small groups
    d. Baptisms
    e. Newcomers Attendance
    f. Average Alpha Attendance per week
    g. Average Weekend Volunteers
    h. Per Person Giving

2. The following is a template of what a healthy campus would look like during the first year in each of the categories above:
    a. Local Campus

Average Attendance	350
Average Weekly Small Group Attendance	50% of total adult attendance
Baptisms	10% of total adult attendance
Newcomers Attendance	3% of total adult attendance per month

Average Alpha Attendance per week	3% of total adult attendance
Average Weekend Volunteers	15% of total adult attendance per week
Per Person Giving	$750

b. Distance Campus

Average Attendance	250
Average Weekly Small Group Attendance	50% of total adult attendance
Baptisms	10% of total adult attendance
Newcomers Attendance	3% of total adult attendance per month
Average Alpha Attendance per week	3% of total adult attendance
Average Weekend Volunteers	15% of total adult attendance
Per Person Giving	$650

Helping a Campus in Crisis

One or more of the following warning signs indicate a campus is entering crisis stage mode:

a. Missed opening attendance goal. The goal for a local campus is 350 people and 250 people for a distance campus
b. A net loss of $25,000 after the first year
c. Annualized tithes are less than $750 per person for a local campus and less than $650 per person for a distance campus
d. Small Group attendance is less than 30% of total attendance
e. Leadership Failure
f. After one year, weekly attendance is less than 150 people for a distance campus and less than 250 people for a local campus
g. Monthly Newcomers attendance consistently falls below 2% of total church attendance

When it is determined that a campus is in crisis mode the following steps will be taken

a. A team is sent to the campus to assess the situation
b. Growth plan objectives are set by the team
c. A growth plan with milestones is agreed on by Campus Pastor and Pastor of Campus Development
d. Campus Pastor meets monthly with Pastor of Campus Development to give updates on the growth plan
e. Assessment team makes a second visit
f. Assessment team reports on progress
g. Campus is measured against warning signs above

If a campus remains in crisis mode after the above process is completed one of the following three steps will be taken with the approval of the CSMT and DLT:

a. The campus will be closed down and the campus pastor either released or relocated to another campus

    b. The campus will be closed as a Seacoast campus but continue to operate as an independent entity under a new name

    c. The campus will be given additional time to come out of crisis mode and then reassessed.

Administration

   1. Structure

    Campuses are overseen by SCS which is accountable to the Directional Leadership Team of Seacoast Church. The Trustees of Seacoast Church function as trustees for each campus. Campus pastors are accountable to the Campus Operations Pastor.

    Overall structure of Seacoast Church:

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                                              Central Support
                                             Management Team
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Reporting

Campuses submit the following reports to SCS

- Every Monday a report on attendance and tithes for the weekend
- Once a month a report of small group attendance, number of weekend volunteers, growth track attendance, baptisms, first time commitments and worship team participation.
- Quarterly campus budgets are reviewed with SCS to ensure that the campus is on track financially. The budget may be adjusted at this time with the approval of SCS and the campus pastor.

2. **Meetings**

First Tuesday of the month

8:30 a.m.   Seacoast Central Support Management Team

9:30 a.m.   Campus Pastor tele-conference (Post-launch campuses)

Second Tuesday of the month

8:30 a.m.   Seacoast Central Support Management Team

9:30 a.m.   Campus Pastors and Seacoast Support Management Team at Central
               Support Offices

Third Tuesday of the month
(Campus Pastors meet with Regional Teams in their regions this week)
8:30 a.m.   Seacoast Central Support Management Team
10:00 a.m.   Travel Team

Fourth Tuesday of the month
8:30 a.m.   Seacoast Central Support Management Team
9:30 a.m.   Campus Pastors and Seacoast Support Management Team at Central
               Support Offices
11:00 a.m.   Campus Pastors and all Central Support Staff

Weekly   Individual meetings with each Campus Pastor and Emerging Campus
                Pastor with Campus Operations Pastor by phone or in person

Monthly   Campus Operations Pastor meets with Seacoast Church Directional
                Leadership Team

Quarterly   All day face-to-face meeting with Campus Pastors and various staff.
                Budget review with Campus Operations Pastor, COO, Director of
                Campus Development, Business Office, and Campus Pastor

3. **Information Pipeline**
   The Seacoast Network Intranet (www.seacoastnetwork.intranets.com) is the central
   information source for all Seacoast Campuses.

Appendix A Organizational Chart

The current structure for Seacoast Central Support is:

The Structure at the Purpose Leadership Level is as follows:

The Structure at the Experiences Level is as follows:

Appendix B: Staffing matrix

Insert Staffing Matrix spreadsheet and related materials here

[Link to Staffing Matrix document](#)

Appendix C Equipment list

Insert copy of equipment list here

Appendix D Spring Start Up Budget template

Link to Spring Plant budget worksheet

Appendix E Fall Start Up Budget template

Insert "Fall plant budget.xls" here
[Link to Fall Campus Budget spreadsheet](#)