



# Program Proposal Template

Lincoln Christian Seminary  
CE601: Educational Leadership and Admin.

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A proposal must answer the following questions with clarity and supporting materials (theology, social science, pastoral or business paradigms, or examples).

**What is the **need** being addressed?** Is this need present in our congregation/community? How pressing is the need? Who is it for? WHY MUST WE CHANGE? WHY NOT STAY AS WE ARE? WHAT ARE WE MISSING?

**What is the **purpose and rationale** for the program?** How does this fit the mission of the institution? How will this program address the need? Why do we have it?

**What is the **biblical-theological rationale** for the program?** What supports the implementation of this program biblically? Theologically? IS THIS A CHRISTIAN THING TO DO?

**What is the program's **design**?** What are your criteria for success? How does it actually work? What does it look like? What details and specific information can you provide as to the function of this program? Who's in charge? DETAILS!

**What **resources** are needed?** Financial? Personnel? Space? Materials? Additional insurance? WHAT DO YOU NEED?

**How will you **promote** the program?** What's your recruitment strategy? How will it be advertised? Who will do all this? HOW WILL PEOPLE KNOW?

**How will you **evaluate** and **assess** the program?** How will you know if it worked? What methods? Who do you listen too? How will you assess this program? Who makes the decisions about change? IS IT WORTH CONTINUEING?

**What are the **risks**?** Where can conflict be anticipated? How can this be managed? IS IT WORTH IT?

**How are you going to **implement** this program?** When does it start? What has to be done one week prior? One month prior? Six weeks prior? Two months prior? HOW DO WE GET STARTED?