



Christian Legal Aid Clinic

Initial Startup Steps

1. Initial recruitment & vision-casting
 - a. Get the word out about your plan to start a CLA
 - b. Cast a wide net:
 - i. Local CLS chapter members
 - ii. Larger churches
 - iii. Ask everyone to share with their contacts
 - c. Organize an initial interest meeting of attorneys and non-attorneys, including church leaders, to learn what Christian Legal Aid is all about.
2. Find a core group of volunteers
 - a. At least 1-2 other attorneys
 - b. And 2-3 non-attorneys to help with logistical issues
 - c. Starting goal is to find a team of volunteers who buy into the vision and are committed enough to be the core members in starting the CLA.
 - i. The core can serve as the initial board of directors in new nonprofit organization.
3. Find a church or other ministry in the area that is excited about the idea. Usually churches/organizations that already have some kind of service to needy people are more naturally interested. Ideally, the church/organization should be committed to being an equal *partner* in the endeavor, not merely offering space. Obtain commitment of host church or organization to provide:
 - a. At least one person to champion the cause w/in the organization
 - b. Support of pastor/leader
 - c. Ideally, organization would provide donation of some staff time
 - d. Space to hold clinics (e.g. Sunday school classrooms)
 - e. At least one person to do client intakes
 - f. Several other volunteers to do other administrative tasks
 - g. Help in recruiting attorneys
 - h. Help in raise financial support if needed
4. Determine plans for:
 - a. Clinic session logistics, make sure host organization can accommodate
 - b. Client advertising
 - c. Client intake procedure
 - d. Scheduling of attorneys and other volunteers
 - e. Client records maintenance