

CONDUCTING SUCCESSFUL PUBLIC EVANGELISTIC MEETINGS

**A step-by-step guide for pastors and
evangelistic teams**

SHARE *the*
HOPE

The logo consists of the word "SHARE" in a serif font, followed by the word "the" in a smaller, italicized serif font. Below "SHARE" is the word "HOPE" in a larger serif font. The letter "O" in "HOPE" is replaced by a circular emblem containing a cross and a silhouette of a landscape with a mountain range.

Conducting Successful Public Evangelistic Meetings: A step-by-step guide for pastors and evangelistic teams.

Share the Hope and Live with Hope materials developed with oversight of the Year of Evangelism Steering Committee.

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Dear Pastor:

As I look ahead on my calendar toward 2009, there is one theme that stands out as attached to many of my appointments: "Share the Hope 2009, The Year of Evangelism." It is so important that it's receiving much of my attention. It is my priority and I hope it's yours as well.

Simply stated the plan is: **One year, One goal, 100,000 new members.** The goal has a nice ring with an even nicer finish line. Wow! 100,000 new members! Think of what it will do for our congregations. They will be bursting with energy and excitement.

A grand goal such as ours takes everyone working. We're asking **every pastor and church leader to hold two evangelistic series. Every member is encouraged to find at least three people with whom they can connect and establish a friendship.** Members are asked to pray daily for these friends and for God to work in their lives and communities.

We wouldn't ask you to take on this challenge without help. So, the Division has an entire year of support in place to assist pastors as they work with their congregations to **reach as many people as possible in 2009.**

Beginning in January, **monthly workers meetings will be offered on the Hope Church Channel.** Bill McClendon and Gary Gibbs, experienced pastors and evangelists, will walk you through the process of preparing for and holding meetings. "**Walking with the Pastor**" sessions will target April 17 and September 11 as beginning dates for a spring and fall series. This manual will be your personal guidebook as you learn from pastors who are experienced evangelists.

Resources are being added to the www.sharethehope2009.com website. Everything you need to be successful in evangelism can be found online.

I thank God that you and I have the privilege of preaching the gospel. It is a joyous experience when we see people discover the only source for lasting peace and hope. I ask you to pray with me that God will do wondrous things as we step out in faith, remembering that God is the most powerful member of our team!

I'm already praying for you as you plan to **Share the Hope in 2009.**

Sincerely,



Don C. Schneider
President
North American Division

SECTION 1: SHARE THE HOPE



Introduction

Welcome to **Share the Hope**, the official North American Division evangelism emphasis for the year 2009. Successful church evangelism of any type includes a systematically planned approach to growth. It requires taking the gospel commission to “go into all the world” and applying it to each member’s family, neighbors, coworkers and friends.

Goals for Share the Hope

1. Lead the congregation into spiritual renewal, allowing the Holy Spirit to give each member a greater burden for souls.
2. Equip members for service.
3. Develop as many friendships as possible in the community.

In addition to the resources listed in this handbook, you can access www.ShareTheHope2009.com to register your evangelistic series to be shown on the graphic locator and receive pertinent downloads. These resources will help prepare every Adventist pastor and congregation to host local evangelistic series with a combined goal of gaining 100,000 new members.

Share the Hope is designed to include as many members from your congregation as possible. We all realize life is face-paced in modern society, and getting members involved can be challenging. Building a motivating environment and an effective empowering process will take time and

energy, but the long term rewards will definitely pay off. Start praying about this now, and ask your church’s prayer team to make it a priority.

There are three processes in transmitting an evangelistic bias to your church:

1. Educate (Time is short; don’t be sidetracked)
2. Inspire (Testimonies by serious soul winners)
3. Communicate (Discuss and publicize evangelistic plans)



Viewers will need a Hope Channel satellite system, or equiv-

alent, that is tuned to Hope Church Channel. Please note that this is a different channel than Hope Channel. The channel is free, but you need to program it into your receiver. Instructions on how to program the Hope Church Channel into your receiver are available at www.hopetv.org (click on the Hope Church Channel menu and follow the prompts), email info@hopetv.org, or call 888-446-7388.

If you do not have a satellite dish, call 888-393-4673 for information on purchasing the Hope Channel satellite system.

To receive information on Share the Hope programming sign-up for the FREE newsletter at www.ShareTheHope2009.com.

To assist in developing a focus on evangelism the North American Division is providing ongoing support using satellite and Internet technology. Monthly meetings on the Hope Church Channel and live on www.ShareTheHope2009.com will allow for interactive presentations where questions can be answered and experienced pastors can share what has worked for them.

The **Share the Hope** calendar will assist pastors and your evangelism committee as you plan your evangelistic year. For ideas on how you can connect with your community go to www.ShareTheHope2009.com.



January 2009

Division wide Prayer Uplink from Forest Lake Church – January 3
Share the Hope Together

Planning for January

Finalize 2009 *Share the Hope* evangelistic plan & budget
Organize your committees (see page 17 for descriptions)
Request ZIP code lists for interest cards
Order interest cards (these could be Bible Study interest cards from HOPE, Voice of Prophecy or other options). Mail interest cards immediately after the holiday

Prepare advertising for Community Connect seminar in January
Place advertising and news release Community Connect seminar (14 days prior)
Church member training - mid-week meeting is a good time (hospitality, making friendships, Bible marking, etc.)
Community Connect ideas (health, stress, finance or marriage seminar)

SECTION 1 **SHARE THE HOPE**

Seminars Unlimited has numerous materials for training in effective soul winning and DVD sermon libraries of some of our church's best evangelists and pastors.

Their staff includes individuals who have been engaged in full time evangelism and outreach who are willing to share tips, techniques, and encouragement.

Call Seminars Unlimited at 800-982-3344 or visit seminarsunlimited.org

Receive updated information by signing up for the newsletter at www.ShareTheHope2009.com



February

Share the Hope Together

Planning for February

Contact media ministries

for interest lists

Request ZIP code lists

Take sample brochure to check in at post office

Update interest database

Committees meet

Continue member training

Positive promotion includes

- Saying it in advance
- Saying it frequently
- Saying it in different ways
- Using "good" motivation (invitations to participate, not guilt trips)



March

Share the Hope Together

Planning for March

Advertise the April 10 communion satellite event to your church

Committees meet

Update interest database

Order Live with Hope brochures

Make sure your site location shows on www.LiveWithHopeNOW.com

Member training (how to give Bible studies, share your testimony, etc.)

Community Connect with your VBS leader

Arrange for brochures to be delivered April 13 and 14



April

April 10 Communion Service on the Hope Church Channel

Weekly Share the Hope Together Uplinks on the Hope Church Channel

Pacific Press's has a new Evangelism Resource Guide and Review and Herald's *Bold for Jesus* helpful materials for sharing your faith and through public evangelism. Contact you ABC for a copy by calling 800-765-6955.)

Planning for April

Last minute details with site or church facility
Finalize with committees



May

Share the Hope Together will be
Part of Live with Hope Weekly
Meeting

Planning for May

Check county fair opportunities
Finalize VBS plans and advertising
Invite people that attended *Live with Hope* to VBS



June

Share the Hope Together

Planning for June

Mail interest cards

Place advertising and news release for Community
Connect seminar (14 days prior)
Church member training (mid-week meeting is a good time)



July

Share the Hope Together

Planning for July

Contact media ministries for interest lists
Request ZIP code lists
Take sample brochure to check in at post office
Update interest database
Set a fall meeting date and register with www.ShareTheHope2009.com
Continue member training
Committees meet (see page 16 for descriptions)



August

Share the Hope Together

Planning for August

Committees meet



SECTION 1 **SHARE THE HOPE**

Update interest database

Order **Live with Hope** brochures

Make sure that your site location shows on www.LiveWithHopeNOW.com

Ongoing member training (how to give Bible studies, share your testimony, etc.)

Community Connect with your VBS leader

Arrange for brochures to be delivered September 3 and 4 (before Labor Day)



September

Share the Hope Together Weekly Uplinks on the Hope Church Channel

Planning for September

Last minute details with site or church facility

Finalize with committees



October

Share the Hope Together will be part of Live with Hope weekly meeting agenda



Planning for October

Invite people that attended Live with Hope to church events



November

Share the Hope Together

Planning for November

Have new believers invite friends to holiday programs

Promote the December 25 division-wide communion service



December

December 25 Communion Service on the Hope Church Channel
Share the Hope Together

Planning for December

Advertise the December 25 communion program to church members and others who may not have made a decision but are part of your church community

Begin 2010 planning

Order interest cards for January

www.sharehim.org

Formally known as Global Evangelism, this website is packed with resources you can use. Download the Sowing Resource Catalog where you can find everything from books and DVDs to seminars that you can use to connect with people in your community. You can also watch video clips from 30+ ministries showing and telling about the resources available for use in sowing. ShareHIM also has an Outreach Leadership Team Handbook, sermon outlines, decision cards and much more available as free downloads.

Empowering Members

Effective preparation for mobilization of the membership includes building a sense of community and the opportunity for developing deeper friendships. It should also offer a chance for personal growth and development.

Participation by lay leaders in problem solving and significant decision making is another important element. Members need to be able to choose areas of involvement that relate to their individual interests and needs. Members should also have an opportunity to help set goals and to participate in meaningful orientation and training activities.

An empowering process is most effective when it is built primarily around teams (small task-oriented groups) rather than church committees. The problem with committees is that often members do not expect to do any work, but merely to listen to proposals, give their opinion and vote them up or down.

As soon as your church board gives approval, begin to build empowering teams for **Share the Hope** by choosing potential leaders who already demonstrate ministry in their lives. For organizational purposes you may wish to divide the main responsibilities as follows:

Prayer Ministry
 Guest Relations
 Presentation Coordination
 Child Evangelism
 Facilities Management
 General Support
 (Job descriptions on page 16)

“ In order to accomplish effective mobilization, you need to build an empowering process. ”

Talk with your members about your vision for evangelism and invite ones who are interested to a leaders meeting. Plan an agenda in advance (include choosing the dates and location for the series as a priority), send it to them, meet in a home, and take time for fellowship. Implementing this kind of empowering process in preparation for **Share the Hope** will work wonders in mobilizing your members for ministry.

SECTION 1 **SHARE THE HOPE**

People who volunteer generally appreciate four things:

- Clear and limited tasks (outlined in an explicit contract regarding time and level of commitment)
- Short terms of service
- Plenty of manpower for attaining goals
- Simple, direct feedback about how they are doing, including lots of affirmation

(See surveys on Worksheet 4 and 5 to assist members in connecting to Share the Hope.)

Information & Support

www.sharethehope2009.com

800.467.6307



The 2009 Year of Evangelism initiative of the North American Division

“ There are three requirements for receiving the Holy Spirit without measure:

1. Ask for it (Zech. 10:1)
2. Totally surrender to a life of obedience
3. Be willing to be empowered for service ”

Avoiding Pitfalls

A major pitfall to avoid when you are mobilizing the membership is using too few people to do too much and burning them out. According to church research, members burn out in three main ways:

- 1) Physical exhaustion
- 2) Disillusionment with the “pettiness and backbiting of some church members” and dealing with other members who do not follow through on
- 3) Sitting through too many frustrating meetings where little or nothing is accomplished

Running efficient meetings is a basic leadership skill which is too often overlooked by churches. Neglecting to develop this skill will cost the church rich resources in manpower and lead to frustration of lay leadership sitting through meetings that are a waste of time.

Planning a Budget

Since evangelism is central to the mission of every church you will want to allow a fitting budget for your endeavors. Your expenses may or may not include renting a hall, but you will definitely need to plan for:

Advertising

Handbills, radio, newspaper, TV, etc.

Pre-work supplies

Training videos, manuals, Bible study mailings, cost of community service activities

Materials

Extra Bibles, handouts, registration/appeal cards, gifts

Venue rental (if applicable)

Equipment

Projector, screen, sound equipment, recording equipment

Children’s program

Miscellaneous – cost of copying, stationary, postage, etc.

See Sample Budget Calculation Worksheet on Worksheet 3

“ It’s not the size of the budget that will determine the success of the series; it’s how you use it that matters. ”

Preparing For Guests

One of the key factors in the success of a growth-oriented church is the effectiveness of its guest reception mechanism. The term guest is preferred to visitor. Visitor sounds “outsider” and “short-term.” Guest is warmer, more inclusive.

Handbill Options

Seminars Unlimited

Do you want to provide handbills, posters, banners, signs and all the other materials required for a successful meeting? Seminars Unlimited is able to provide economical, full support of evangelistic outreach events, and seminars including pre-work, the event itself and follow-up.

We offer full service handbill and Bible study response card direct mail service. Call us for free ZIP code counts!

Custom banners, billboards, and yard signs are available.

Call 800-982-3344 or go to www.seminarsunlimited.org

Hamblin’s Outreach Publishing Enterprises (HOPE)

We provide handbills and supplies for evangelism, health and Bible prophecy seminars. From concept to design, print production, web development, finishing and direct mail the HOPE team can help prepare and mail professional handbills.

Call 800-274-0016 or go to www.hopesource.com

Three principles for guest reception

1. Develop high levels of socialization and a sense of belonging. Guests need to feel they belong the minute they arrive. By their very nature as close-knit social groups, church members tend to talk among themselves and ignore guests.

2. Strive to eliminate anxiety, embarrassment and confusion. This has to do with simple things in the physical environment, such as clearly marked restrooms and classrooms. It also has to do with the verbal and non-verbal language of the greeters. Your greeters will likely be the most crucial participants in your evangelistic outreach.

They will have approximately 30 seconds to make a positive first impression with guests, and about two minutes until that impression is fixed in their minds.

3. Initiate follow-up contact within 72 hours of the first visit. This is absolutely crucial, no matter what kind of event/program your guest has attended. Ideally, the person who invited him/her (or someone who connected at the event) will be the one to make the phone call, send the card/email or visit. People expect the pastor to be involved because it is “part of the job”, but unexpected kindness by other members leaves a favorable impression.

Consider also how your building looks from all angles. Is it in good repair? Is it clean?

“ Live wisely among those who are not believers, and make the most of every opportunity ”
Col. 4:5 NLT

Tracking Interests

Gospel Harvest

Evangelism seminar attendance tracking software from Amazing Facts is available FREE at www.gospelharvest.org

“ Evangelism will never be outdated. It is of increasing importance and intensifying need the nearer we come to the end of time. ”

Are the grounds well kept? Is there adequate parking and lighting? If guests cannot find parking they may drive away. Or if the facility is unappealing they may choose not to return.

(See page Worksheet 8 for ideas on connecting with guests that you can share with members.)

Whole-Church Evangelism

Share the Hope should include some special preparatory weekend services at your church, as well as meetings during the week. You may wish to have a Share the Hope prayer breakfast, followed by a week of in-home prayer sessions as members petition God for the outpouring the Holy Spirit both on members and those who will attend the evangelistic series.

There are three main steps you will want your members to take in preparing to invite people to your evangelistic meetings:

1. Pray earnestly for them
2. Visit/communicate regularly
3. If possible, pray and/or study the Bible together

As the time for the evangelistic series comes closer, focus on encouraging members to specifically invite their friends to the meetings. Remind them often about the importance of a personal invitation and of their own responsibility to be at the meetings themselves to welcome their friends.

“ Investing prayer, time, money and enthusiasm in pre-work will transform your evangelism experience! ”

“ The Holy Spirit longs to do exceedingly abundantly more than we can imagine. Even in today’s secular society, we can have significant results! ”

SECTION 2: CONDUCTING THE EVANGELISTIC SERIES



Hosting your own ***Live with Hope*** series will require intense planning and organization. You can simplify this process by choosing (with the approval of your church board) six responsible members who are passionate for ministry, experienced in leadership and able to commit the necessary time to being team leaders.

Developing Leadership Teams

This core group will give overall direction to the plans, develop a budget and recruit coordinators/members for the teams. Six main areas in which you need strong leadership are:

1. Prayer Ministry
2. Guest Relations
3. Presentation Coordination
4. Child Evangelism
5. Facilities Management
6. General Support

These six coordinators function as your team leaders throughout the entire series and into the follow-up stages. All other volunteers can be organized beneath one of these umbrellas.

“ Evangelism is the singular mission of the church. It is its life blood. Without evangelism the church will cease to exist. ”

Meet with these six people as soon as possible to begin planning the series and assembling the teams each one will need. On the next pages are detailed descriptions of areas you will need to organize a Live with Hope Evangelistic Team.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

Live with Hope Evangelistic Team

Job Descriptions

1. Prayer Warriors Coordinator

Prayer is one of the most powerful components of a successful evangelistic series. If we pray, God will do great things! Organize as many prayer bands as possible. Each group should meet at regular times to pray for the series. You may want to host a prayer breakfast a month or so before the **Live with Hope** series begins, and a day of fasting and prayer the week before. If possible, meet weekly the month before opening night, and again each night of the series. Set up a prayer box or other system for receiving prayer requests from seminar attendees.

During the meetings schedule someone to pray every night (either in a private room or in the auditorium itself). Pray specifically:

- for the Holy Spirit to work powerfully in the meetings
- for the speaker
- for the guests in the audience who are searching
- that more honest searchers will attend
- that God will teach each member how to reach someone

Continue weekly prayer groups after the series ends to pray for each person who attended.

Pray also for each new believer to have the courage and strength from God to meet the trials Satan will send.

Prayer Ministries Team

- 1) Leader
- 2) Prayer Breakfast
- 3) 24-Hour Chain
- 4) Day of Fasting & Prayer
- 5) Neighborhood Prayer Walking

Guest Relations Team

- 1) Leader
- 2) Greeters/Registrars
- 3) Ushers
- 4) Elders
- 5) Row Hosts
- 6) Visitation Teams
- 7) Spiritual Friends

Presentation Team

- 1) Leader
- 2) MC
- 3) Music Coordinator
- 4) Technical Coordinator
- 5) Speaker(s)

Child Evangelism Team

- 1) Leader
- 2) Stories
- 3) Crafts
- 4) Special Feature
- 5) Nursery (ages birth – 3)

Facilities Management Team

- 1) Leader
- 2) Parking/Security
- 3) Building Décor/Janitorial
- 4) Baptism Coordinator

General Support Team

- 1) Leader
- 2) Advertising
- 3) Transportation
- 4) Materials
- 5) Attendance
- 6) Meals/Refreshments
- 7) Photographer

(See page 54 for photocopy master.)

“ Every aspect of your series is dependent upon prayer. ”

All of the people filling these important jobs need to attend your two organizational meetings – one month in advance and the week before the series begins.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

2. Guest Relations Coordinator

Any area that has to do with reaching out to your guests comes under this category, including greeters and registration personnel, ushers, row hosts and elders, visitation teams, and spiritual friends.

Greeters/registration personnel

Greeters are the first point of contact when guests step into the building. Because first impressions are lasting ones, it is crucial that greeters rightly represent your church through appropriate appearance, words and body language. Happy, smiling and well-dressed people are the best. Ladies need to dress simply and modestly; men should dress in business casual or better to represent the great message you are giving in the best way possible.

A 24-hour prayer chain is another powerful way to involve many members in praying for the series. If you ask for specific commitments from people regarding when they will pray, you have a much better chance of them actually remembering to do it than if you just encourage them to pray without eliciting a specific time commitment.

Greeters need to be at each entrance to welcome guests and direct them to the registration tables. A warm smile, a handshake and “Welcome to Live with Hope, we’re glad you’re here!” will work well. Greeters should remain on duty at least 15 minutes after the meeting starts in case latecomers arrive.

Depending on the size of your facility you will likely need 3-5 greeters for the first few nights. After that two or three will generally suffice. It is good to have consistency with greeters, not only because guests are comfortable seeing the same faces night after night but also because training lots of people to do everything needed is difficult. Try to have a mix of young couples greeting along with more mature members.

Greeters should:

- Attend the organizational meeting
- Arrive early, especially on opening night (40 minutes early first night, 20 on following nights)
- Wear name tags
- Remember not to place personal items on registration table (keys, purses, water bottles, etc.)
- Be totally focused on responsibilities (no long conversations)
- Greet each person warmly
- Encourage each person to register. Say, “We’d like to sign you up for the free prizes,” or “We’d like to know how you heard about the seminar.” (Children will be registered at their program)
- Follow the same procedure for all NEW people each night, including members
- Do their best to learn guests’ names and welcome them by name each evening
- Distribute any materials the speaker requests

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

Greeters should NOT discuss information about guests. Their addresses, religious affiliation and all other information on the cards is strictly confidential. It is also wise to avoid conversations about the pastor or other members. At this point, also avoid talking about how you joined the church, past witnessing experiences, and doctrinal issues. Guests need to have the opportunity to gain confidence in our teachings before they hear things that might prematurely prejudice their minds. Also, save social visiting among members for a place other than the ***Live with Hope*** series.

Ushers

Ushers play a big role in keeping the series flowing smoothly. Ushers should:

- Always look neat and pleasant
- Speak in a polite and friendly manner
- Assist guests with parking (instruct members to leave the best parking for guests)
- Whenever possible, seat together people who come together
- Wait until prayer or special music is finished to seat people
- Always be alert to people's needs; be sure no one is overlooked
- Move with silent dispatch to the front when needed; do not delay
- Be sensitive to the comfort of guests regarding temperature control and respond quickly
- When giving out materials, hand needed amount to the person on the end of each row to pass down – saves time
- Take a nightly head count, write the total on paper and give to designated person
- Discreetly manage any disturbances
- Patrol parking lot and building for security reasons (if you don't have a parking/security team). Be prepared to remove anti-seminar literature from car windshields.
- Pick up extra Bibles/literature/trash after the program if needed
- Help with any necessary set up or take down

If you have a table for selling materials it is best to have one person who is friendly, responsible and efficient with money to handle this area. Of course, nothing should be sold during the Sabbath hours.

If possible arrange the meeting room with only as many chairs as people expected, leaving room to add more chairs as necessary. Too many empty chairs can be discouraging.

Elders

The elders should organize to make sure some will be present every night to meet and develop friendships with guests. The elders need to:

- Be in the crowd, shaking hands, learning names and befriending every new guest
- Ensure that no guest is left standing or sitting alone before the meeting begins
- Participate in visitation with the pastor

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

Row Hosts

Large churches with high attendance may need additional help beyond what the elders can provide. Row hosts can be assigned to:

- Learn the first names of guests sitting in their rows and try to make them feel welcome and comfortable
- Introduce guests to other people and to the speaker (after the meeting)
- Help to distribute response cards or other materials
- Assist with any needs guests may have

If a guest asks a question on a topic that has not yet been covered, the row host is to affirm the guest by saying, “That’s a good question!” and then letting the guest know a presentation is coming up that will deal with the subject.

Visitation Teams

The pastor and elders will likely do most of the decision-making visiting (more on this later). However, there are a number of times when members organized into visiting teams can help, especially during the first week or two of the series. Try to visit all guests who have missed two or three nights in a row. Visiting teams do not have to knock on doors or talk to people. They just drop off prepared door bags containing free handouts or books and a note inviting guests back to the seminars.

This no-pressure method says:

- We missed you
- We cared enough to stop by
- We respect your privacy

Spiritual Friends

Match each guest with a spiritual friend who will build a personal relationship of caring and encouragement. If possible, build on previous friendships or commonalities. These friends function as mentors in the discipling process of new believers, so this is a long-term commitment. (Details on this in Section 3.)

3. Presentation Coordinator

This person is responsible for coordinating everything presented during your **Live with Hope** series. This includes working with the MC, the music coordinator, the technical team, and the speaker(s) to present a professional and stimulating meeting each night.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

Master of Ceremonies

The MC is the first person on the platform opening night. If possible this should be the same person every night to provide continuity. This person needs to be positive, enthusiastic and friendly! He/she needs to:

- Know how to make people feel comfortable and relaxed
- Set the tone for the program
- Arrive 40 minutes early on opening night and 20 minutes on following nights to look over the schedule and announcements. Being prepared and informed is important!

After the closing prayer the MC thanks everyone for coming, invites them to the next meeting and announces the topic. Closing remarks should be gracious, but minimal. DO NOT make any church announcements as this is often confusing to guests.

Music Coordinator

Music has a powerful influence to lead the minds of men and women to themes of heavenly importance. As such it is a vital part of a series. It is also one that will need careful consideration, as musical selections should be acceptable to all age groups and backgrounds. Disregarding the tastes of guests may put them beyond our reach. The music coordinator should:

- Select a theme song (in consultation with the pastor)
- Recruit and schedule an appropriate number of pianists/other accompanists to cover all the meetings
- Arrange for appropriate special selections from members as the schedule allows
- Arrange for closing/appeal songs if requested
- Select instrumental background music for use as people are entering/leaving the meetings

The music coordinator should carefully screen all selections to avoid music that is not of the highest quality. It is preferable to rely on one or two talented musicians during the series, provided they are available and willing, than to let everyone have a turn when the gifts of some folks clearly lie in other areas.

Musicians should also be reminded to uphold Christian standards of dress and appearance when performing. In the interest of time, musicians should be asked not to comment before their selections.

Music of the wrong type can cause people to decide NOT to return to your meetings. It is better to have no special musical selections than ones that may set an undesirable tone for guests.

Technical Coordinator

Clear communication between the technical person, the speaker and the presentation team in advance of the start of each meeting is essential so everyone will know exactly what is happening and when. Being prepared gives the series a professional feeling instead of a haphazard one.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

The technical coordinator is responsible to:

- Ensure that all equipment is functional (at least one week prior to opening night)
- Arrive at the site at least one hour early on opening night and 30 minutes early on following nights for set up and testing
- Make sure projection equipment and screen are available as needed
- Monitor the quality of sound for distortion, feedback and loudness
- Obtain a master schedule one month in advance so assistants can be scheduled for every night

Avoid the cardinal sin of not having a microphone turned on when someone begins to speak or sing! Also, if adjustments need to be made to the level of sound it is less distracting to do it gradually rather than suddenly.

Unless otherwise instructed, the technical coordinator should play soft instrumental music before and after the meetings. Whether or not to make audio/visual copies of the meetings each night (and how many) can be decided by the presentation team.

4. Child Evangelism Coordinator

“In the children who were brought in contact with Him, Jesus saw the men and women who should be heirs of His grace and subjects of His kingdom, and some of whom would become martyrs for His sake. He knew that these children would listen to Him and accept Him as their Redeemer far more readily than would grown-up people, many of whom were the worldly-wise and hardhearted. In teaching, He came down to their level. He, the Majesty of heaven, answered their questions and simplified His important lessons to meet their childish understanding. He planted in their minds the seeds of truth, which in after years would spring up and bear fruit unto eternal life.” The Ministry of Healing page 42

This statement shows how important child evangelism really is! The hearts of the children can easily be reached through character-building stories, crafts and lively songs. Many times young families are drawn to the Adventist church simply because of the special interest taken in their children. This is truly soul-winning of the highest level.

If at all possible, provide a nursery for ages 0-3 and a children’s program for ages 4-9. (Older children are encouraged to attend the seminar.) This will be needed for the entire series, and will be a real asset in gaining the attendance of young couples and members with children. It is ideal to have a coordinator who will be there every night, both for the sake of consistency and building relationships with guests. If this is not possible, however, if at least one of the main leaders can be there every night the same goal can be achieved. A general outline for the nursery and children’s program leaders can be downloaded at www.empoweredchurch.org.

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Recruit plenty of adult help for this program. If you have a couple of mature, responsible teenagers who really want to assist, use them. Many teenagers, however, lack the maturity and wisdom needed to handle the responsibility, and become a liability to the program instead of an asset.

At least two responsible adults need to arrive 20 minutes early, be sure everything is ready, make sure each child is properly signed in, and be able to stay until all children have been picked up. (Sometimes parents need time to ask questions after the meeting.) It is very important that no one except those who checked a child in be allowed to check him/her out.

As children arrive they should be warmly welcomed, and the parents assured that the children will be well cared for. Strive to keep the children happy. The parents will be reluctant to return if their children report unpleasant experiences. If a child will not be contained or is crying uncontrollably send someone to bring the parent. *Under no circumstances should a child be physically disciplined or spoken to harshly.* Instructions for emergency situations (dealing with seizures, choking, etc.) should be posted for reference along with local numbers to call for assistance.

Suggested Nightly Program:

1. Activities for the early arrivals
2. Lively songfest
3. Character building story
4. Special Feature or Bible story video
5. Bathroom and drink break
6. Doctrinal story/lesson
7. Lesson activity
8. Craft time

Note that a children's program will be needed on the Sabbath morning sessions as well as for the evening sessions of the series.

See page 52 for some Children's programming ideas.

5. Facilities Coordinator

The physical appearance and comfort factor of the building is an important feature for most guests. If they feel unsafe or uncomfortable they may not return. The facilities coordinator should work closely with the ushers to ensure the highest possible level of comfort for the guests.

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Parking/Safety Control

Members of this team are actually the guest's first contact – before they even get out of their cars. Therefore, these people need to be very polite and friendly as they regulates the flow of cars in and out of the parking lot and help keep things orderly.

They should also:

- Wear orange reflective vests
- Use flashlights after dark
- Have umbrellas available when necessary to escort people to the door

Pacific Press's new *Evangelism Resource Guide* and Review and Herald's *Bold for Jesus* shows all the helpful materials for sharing your faith and through public evangelism. Contact your ABC for a copy by calling 800-765-6955)

If a disturbance occurs it should be handled immediately and calmly. Professional security officers or police should be called if the situation warrants.

Be sure an adequate first aid kit is available and someone is always present who knows how to administer care.

Building Décor Coordinator

The chance to make a positive first impression is fleeting. A designated décor director should:

- Arrange for greenery or attractive seasonal floral displays throughout the facility (it's nice to change things at least once during the series)
- Make sure the registration and literature tables remain neat and attractive
- Ensure the entryway, hall and restrooms are inviting each night (trash emptied, plenty of soap, paper towels, toilet paper, etc.)

6. General Support Coordinator

From advertising your Live with Hope series to providing refreshments, the support team takes care of all the little details that are so important, including transportation and materials.

Advertising Coordinator

The challenge of advertising is to package the gospel in such a way that it becomes interesting to secular minds. Since research shows that 90 percent of the population is right-brain dominant and tends to respond to visual and emotional appeal, it is wise to use graphic illustrations in your advertising instead of attempting to reach them with logic alone.

Your challenge is to create ads that will grasp the imagination of your audience and move people to action. They must be convinced that you have something better, and that you can show them how to get it.

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For this reason it is important that the advertising include something that will give credibility to the speaker. Include a good picture and background information that will appeal to a secular mind (instead of advertising the speaker as a pastor).

Secular people are generally interested in the future and in prophecies. They are also afraid of death and curious about the afterlife. Advertising focusing on these topics is generally successful.

It is better to advertise on non-religious radio stations because religious stations usually reach a class of people who are settled in their churches and resistant to change. (See Worksheet 6 for a sample radio spot.)

The advertising coordinator is also responsible for distributing posters, putting ads in newspapers and placing a sign in front of building during the series. Adventist media ministry telecast ads (Voice of Prophecy, Amazing Facts, etc.) can also be used locally.

Transportation Coordinator

It's wonderful to offer transportation to guests who have difficulty getting to the meetings. You may know of guests who need rides, or it could be generally announced that transportation is available. The person coordinating rides should:

- Be on hand at the end of meetings to make arrangements for rides
- Recruit additional drivers as needed
- Make a map of locations where members live/work in order to find convenient rides for guests
- Call guests back to let them know the arrangements
- Give drivers addresses and directions, as well as names and phone numbers of guests

Materials Coordinator

Having one person order and keep track of all needed materials is a good way to avoid duplication or missed items. This person is responsible to:

- Order all needed registration supplies
- Order all handouts, study guides, decision cards, free gifts, etc.
- Be sure pens/pencils are available
- Be sure the child evangelism leader has all necessary supplies
- Be sure the fellowship meal coordinator has all needed supplies
- Check with the baptismal coordinator for any needed supplies
- Assemble bags for visitation teams

If you want to track attendance with a computer, you can download free software at www.gospelharvest.org.

Attendance Coordinator

Tracking attendance is vitally important for the visitation team. If you want to track attendance with a computer, you can download free software at www.gospelharvest.org. Printouts of guests who have missed meetings can then be given to the visitation teams.

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Fellowship Meals/Refreshments Coordinator

Eating together is an essential part of friendship. Depending on your situation, you may choose to provide light refreshments occasionally during the series. When the guests are invited to attend Sabbath services a fellowship meal should definitely be provided for all guests and members. The purpose of these meals is for members and guests to get acquainted in an informal atmosphere.

Theme meals often work better than straight potluck. Italian, Mexican, soup and sandwich, haystacks, and baked potato bar are popular meals. They are also fairly easy to coordinate with members. It may be best to go easy on the meat analogs for the first few times, as guests may be unfamiliar with these. (Labeling dishes is recommended.) An attractive eating location and excellent presentation of meals, complete with soft background music, will greatly enhance guests' acceptance of a healthier lifestyle.

After the blessing, dismiss people to the serving line by tables rather than having guests go first. Singling out the guests and having them go first makes them feel separate – not part of the group.

Photographer

The photographer needs to be on hand to take pictures during the first, second or third night of the series, and during baptismal services. S/he should:

- Take a few pictures which would be suitable for news reports and future advertising
- Be sure to get a group picture of all who are baptized, and if requested, take pictures of those who are baptized along with their family or special friends. (Just as with a wedding, it can mean a lot to new members to have pictures of their special day.)
- Be sensitive – no picture taking during appeals/alter calls

Baptismal Coordinator

Baptism is a big event in a person's life! The baptism coordinator can make sure things go smoothly by ensuring that:

- The baptismal tank is clean and in good working condition
- The tank is filled and heated in ample time
- An appropriate number of deacons and deaconesses are on hand to assist candidates in and out of the tank and with drying/dressing, if needed
- Baptismal robes, blankets, or towels are provided as needed
- Handkerchiefs/washcloths are available to cover candidates' faces, if desired
- Changing facilities are clean and private
- Each candidate receives a thoughtful gift along with his/her baptismal certificate

Evangelistic Preaching

A well planned advertising program, coupled with an effective member networking program, will do much to ensure a good opening night crowd, but little to ensure their return. It is the work of the speaker (together with the presentation team) to create an environment that will draw guests back.

Preaching is a curious activity. It is instruction, but more than just instruction. It is teaching, but more than teaching. It is public speaking, but more than that. It is inspiration, but more. It is a combination of all these for the Holy Spirit to use as a means of bringing men and women to a better understanding and acceptance of Jesus Christ.

“ Biblical evangelism brings joy to God’s heart, thus fulfilling the reason for our existence. ”

For evangelistic preaching to be effective it must be Spirit-filled, Bible-oriented and proclaimed by an enthusiastic preacher who firmly believes in the life and death message men and women need to hear today. If the Holy Spirit does not have full control of your life you cannot expect His power in your sermon.

Reaching the Secular Mind

Many people today are indifferent to religion or feel they have outgrown it. They are self sufficient and place their confidence in the achievements of science and technology. The tangible achievements of humanity are more important to their minds than the invisible world of spirituality. Many also seek meaning through materialism and personal success and achievement.

“ The manner in which the truth is presented often has much to do in determining whether it will be accepted or rejected. ”
Evangelism page 168

A major challenge of evangelism is the task of convincing a secularized society of the need for an external source of meaning for life. Many people do not accept the Scripture as God’s word or believe in an absolute moral standard. They are also very reluctant to commit to an organization with a code of values.

In reaching this class, “Your success will not depend so much upon your knowledge and accomplishments, as upon your ability to find your way to the heart” (*Gospel Workers* page 193).

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Planning the Topics

Preaching an evangelistic series is like constructing a building. You should so unfold God's message, step by step, that your hearers will realize you have built a beautiful temple of truth.

Titles for topics for the first three nights should be so attractive that your audience is hooked and will not want to miss a single meeting. The topic for the first night is especially critical. The advice given on page 345 of *Gospel Workers* is that a message must be given that is "so out of the usual order that the people will be aroused."

Your first lecture should present something so different from what people have previously heard that they will be impressed at once that these lectures have important information and amazing (not sensational) facts for them.

At the same time, the message must be easy for them to understand and accept. The prophecy of Daniel 2 often serves as a great opening subject.

“ It is an awesome thing to know the Spirit is in full control, and to see His working upon your audience! ”

“ Plan your most important topics for weekends. Generally speaking, that's when you'll have your biggest crowds. ”

Tips for Holding the Crowd

Make it interesting through participation and illustration
Speak on your audience's level
Use your body, face and voice with enthusiasm
Speak with definite conviction, being forceful yet tactful
Make it concise (45 minutes maximum). Begin and end on time!
Allude to interesting topics that will be covered on subsequent nights
Motivate people to action

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Your lectures should cover all the essential features of Seventh-day Adventist faith and practice and can focus on how each belief will allow them to **Live with Hope**.

The Holy Scriptures
The Trinity
The Father
The Son
The Holy Spirit
Creation
The Nature of Man
The Great Controversy
The Life, Death and Resurrection of Christ
The Experience of Salvation
Growing in Christ
The Church
The Remnant and Its Mission
Unity in the Body of Christ
Baptism
The Lord's Supper
Spiritual Gifts and Ministries
The Gift of Prophecy
The Law of God
The Sabbath
Stewardship
Christian Behavior
Marriage and the Family
Christ's Ministry in the Heavenly Sanctuary
The Second Coming of Christ
Death and Resurrection
The Millennium and the End of Sin
The New Earth

Read Pastor David Klinedinst's story on preaching Christ-centered evangelistic series at www.sharethehope2009.com

Prepared Evangelistic Series

New Beginnings Preach It DVD Series

This two-disk package makes it simple for anyone to present the everlasting gospel. The set includes a CD containing an easy-to-follow script for presenting seminars about Bible prophecy. It also includes a DVD of corresponding pictures, graphics, animation, and video that help each sermon come alive. No technical expertise is necessary. To present a program, all you need is a DVD player and a television or projector. No more dealing with PowerPoint, video clips, or missing pictures. If you can operate a remote control, you can use the New Beginnings DVD.

Available from www.adventsource.org or by calling 800-328-0525.

Truth for Today, Hope for Tomorrow

Sermons builds on well thought out and proven Seventh-day Adventist outreach sermons used by successful evangelists. It brings up-to-date illustrations and graphics to a solid biblical foundation.

Available from www.sharehim.org or by calling 423-236-4856.

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To Use PowerPoint Slides or Not...

The wonders of technology are amazing. And most people are highly visual. But that is not the same as being able to visualize. In visualization, the listener creates his/her own mental picture, based on previous experience. For that reason the self-made picture is stronger than one that is chosen and presented by someone else.

If you are tied to using only prepared media, your audience may lose the benefits of facial expressions and gestures. There are several resources that can assist you in making powerful presentations. Make sure to check out the Presentation Synchronizer Software below.

One very important note when using LCD projectors is to have equipment that allows for you to show PowerPoint slides while the lights are still up. You need to have a projector with enough lumens so participants can see what is on the screen and also the presenter. This allows for you to follow the expressions on participant's faces and for them to see you.

Presentation Synchronizer Software

If you give PowerPoint presentations and use notes but don't want to be tied to a podium with paper, then put your notes right on your laptop screen and enter the new era of giving presentations. The Presentation Synchronizer software allows you to see your speaker notes on the laptop screen at the same time your audience views your regular presentation via your projector. The Presentation Synchronizer takes a unique approach to the problem of how to see your speaker notes and audience graphics at the same time. The new version allows you to create your own presentations and has many editing features to help you create your notes. Also has a new countdown timer clock!
Order at www.presentsolutions.biz or by calling 877-280-6414. Costs about \$65 plus shipping.

Special Offer from Seminars Unlimited

The newly updated Revelation Seminar is still one of the most cost effective, productive tools available and our Daniel Prophecy Seminar has brought thousands to a loving relationship with our Lord Jesus.

Seminars Unlimited will provide a **FREE full PowerPoint teaching program** for every Revelation or Prophecy Seminar that is held in 2009 as part of Live with Hope.* Visit www.seminarsunlimited.org or call 800-982-3344.

*Certain restrictions apply.

Making Appeals (Calls)

Critics of public evangelism say it is too emotional. Yet examples in Scripture show that making appeals is not only important but necessary. When people have sufficient knowledge to make a decision, their major objections have been met, and they are convicted that God is leading them to make a decision, the time is right for an appeal.

“ Choose you this day
whom you will serve.
Joshua 24:15 ”

When you preach, an individual's intellect is enlightened, the heart responds, the Holy Spirit convicts, creating a specific need to make a decision. If no decision is called for, the will power is benumbed, the heart hardened and soon the person loses the desire to act on the convictions of the Holy Spirit.

Caution: Don't treat an appeal as some addendum. The whole message must be an appeal to the heart. Do all you can to treat every subject as an appeal to understand truth as it is in Jesus and as it relates to practical godliness.

“ The greatest essential in an effective appeal is the presence and power of the Holy Spirit. ”

Pointers for Making Calls

1. Appeal in earnestness, from the heart.
2. Avoid pleading and coaxing. Let the Spirit do this work.
3. Make the appeal specific enough so people know exactly what they are asked to respond to.

Timeline for Activities

Countdown...Start as Soon as Possible

Establish a team of prayer warriors. Small groups may want to meet immediately after church each Sabbath and on other days as well to intercede for your city, for revival in your congregation, for the upcoming series and for specific individuals. (Consider using the book *Prayer Warriors* by Ron Halvorsen.) The prayer team could also coordinate a day of fasting and prayer. A series bathed in prayer will be successful.

No matter whether you preach using a PowerPoint series or are preaching from your sermon notes you will want to make sure these subjects are presented during the course of your series.

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Choose the dates and location for the series. If you have a number of interested people who are already comfortable attending events at your church AND if your facility is suitable for the crowd you hope to attract, you can hold the series there. Otherwise, consider renting a public hall. Look for a site that is easy to access and has plenty of free parking. Try to choose a site that is neutral, one that people would not have strong feelings about. It should have adequate lighting, plenty of seating and be clean and in good repair. Properly functioning sound equipment is also important, as is a space for the children's programs. Be sure to have a detailed, signed contract with the manager.

Possible sites for an evangelistic series include:

- hotel/conference rooms
- school auditoriums
- community colleges
- civic centers
- public libraries
- armory auditoriums (state or national guard)

For more ideas contact the Chamber of Commerce in your area.

Arrange for advertising brochures and other materials you will need. There are several Seventh-day Adventist suppliers for brochures, banners and materials to support your evangelistic series.

Options for Promotional Materials

Hamblin's Outreach Publishing Enterprises (HOPE)

The Hamblin website offers a complete series of handbills and supporting material for your evangelistic meetings. www.handbills.org or call 800-274-0016

Color Press

Custom handbills plus other services to assist in your evangelist campaign. www.adventistevangelism.com or call 800-222-2145

Seminars Unlimited

Complete support for your evangelistic meetings from personalized consultation to brochure printing and mailing services. Seminars Unlimited offers free ZIP code counts so you know how many brochures to order. www.seminarsunlimited.org or call 800-982-3344

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Countdown... Two Months in Advance

Meet with all team leaders and assistants to be sure everyone understands his/her responsibilities. Provide copies of job descriptions/guidelines for each team leader to distribute to the appropriate individuals on their teams. Announce the date and time of your last organizational meeting (to be held the week of the series).

Place reminders and notes of encouragement regarding the series in your church bulletin each week for eight weeks straight before the series begins. Talk, eat, sleep and preach evangelism. Do not schedule any church/school/finance board meetings for members to attend during the series unless it is a dire emergency. Focus all energy on evangelism!

Ensure that advertising is happening. The leader of the guest relations team needs to be sure brochures are selected and ordered (enough for mailing and for members to hand out). You can also be included in a national website listing all **Live with Hope** host sites by registering your site at www.ShareTheHope2009.com.

Note: A friendly, responsible member of the guest relations team needs to contact the specific postal stations from which the brochures will be distributed, kindly letting them know of the coming mass mailing. This should be done in person, with a copy of the brochure in hand. Ask the supervisors to look out for the brochures. Remind them of the in-home requested dates and that this is time-sensitive material.

Prepare the church facility. Whether the series begins at the church or is moved there later, the building needs to receive attention. The facilities coordinator should check for any painting or repairs that need done, along with replacing burned out light bulbs or other small things that may have been neglected. The baptism coordinator should make sure the baptistery is clean and the water heater works.

Ensure that the presentation team has covered their bases. This includes everything that will be presented during the series, from the main speaker to the music to the announcements. If the pastor is to be the speaker for all meetings the job is simpler. If not, the team must coordinate all the speakers and their topics in addition to the music, announcements, etc.

Encourage the child evangelism team to be well prepared for their important ministry. Make sure they have enough responsible adult help.

Make sure the guest relations team is planning a follow-up program (details in Section 3).

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Countdown...One Month in Advance

Advertise the April 10 communion satellite event to your church

Make sure the committees meet and have everything planned

Update interest database

Make sure all needed supplies have been ordered, including things for child evangelism

Order brochures to be mailed and hand delivered by members

Arrange for brochures to be delivered April 13 and 14

Make sure that your site location shows on www.LiveWithHopeNOW.com

Encourage each member to have a list of people for whom they are committed to praying daily.

Countdown...the Week of the Series

Hold your last organizational meeting to finalize responsibilities and to provide the needed resources and training for those involved in the series. It is very important for all team leaders and their assistants to be at this meeting! Excitement will be high!

Have a short devotional that is inspirational and motivational. (Be sure to keep it short because you have a lot to cover.) Hopefully your members will already be familiar with their job descriptions. Go over the order of service give everyone a copy and answer any questions. Conclude with a time of prayer.

Have a church cleaning bee a few days before the series begins, if needed. The facilities team should also take stock of necessary supplies and ensure that everything needed for the series is on hand. Remember extra fellowship meals and baptismal celebrations.

Make a return visit or call to the post office as a friendly reminder three days before the brochures will be distributed. This is extremely important because the devil often attacks this phase of the operation. Tell the supervisor you have people scattered throughout the mailing area with whom you will be checking to see if the brochures arrived. If someone does not personally connect with the postal stations it is likely that the brochures will NOT be delivered in a timely fashion and may not be delivered at all. See “pastors guidelines for assuring proper postal delivery of handbills” at www.empoweredchurch.org.

If you're renting a hall, double check with the manager. Ensure everything is in order with the facility.

Confirm plans with deaconesses/social committee to host fellowship dinners and/or serve refreshments during the series.

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Make sure materials for the series are on-site – registration cards, commitment card, pens, paper for note taking, extra Bibles, name tags for volunteers, baptismal certificates and profession of faith cards. Ask the children’s evangelism coordinator if s/he has all necessary supplies.

Send a personal letter of invitation and a brochure to people you know who may be interested in the series. Call people you’ve invited one or two days before the series starts to remind them of the meetings and ask if they need a ride. Remind your members to do the same.

Invite members to participate in a day of fasting and prayer (perhaps a Sabbath) for all those who will participate in the series and those who will attend. Asking earnestly for the outpouring of the Holy Spirit is vital. “You have not because you ask not” (James 4:2).

“ Let the church have special seasons of daily prayer for the work that is being done...Let there be less talking and more sincere, earnest prayer. ”
Evangelism page 111-112

During the Series...

Opening night. Greeting and registering guests in a timely way will be critical. Be sure you have enough help! For the first few nights you need extra help – two or three greeters at each door and a minimum of three people registering for every 50 people you expect, including members. You may choose to conduct registration from the front as a group process on opening night.

Have people available to walk guests to the location of the children’s program.

Keep records of attendance and topics. Have a list of individuals and their phone numbers so you can follow up. Mapping out where they live may help with visitation and providing rides for those who need it.

Visit no-shows. Bring them a handout from the meeting. Don’t say “We missed you,” because that makes them feel bad. Instead say, “I know you wanted to come so I brought you an outline from the meeting. Then you’ll be caught up for the next one. The topic is _____. Hope you can make it.”

“ Go out quickly and compel them to come in. ”
Luke 14:21

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Keep all previous handouts available. The literature table should be neatly maintained so if guests miss a night they can pick up the handouts.

Meet with prayer teams as time allows. Pass on to them specific needs and requests. Remember to guard your own devotional times during all the busyness. You are engaged in spiritual warfare...stay protected!

Access weekly uplinks for pastors from www.ShareTheHope2009.com.

Sabbath Worship During the Series

At some point in your series you will want ***Live with Hope*** to take the place of the Sabbath worship service. Sabbath school should end a bit early to allow all volunteers to be in their places and prepared for their usual duties before guests arrive.

“ More people than we think are longing to find the way to Christ. ”
Evangelism page 185

If a bulletin is used on Sabbath morning during the series it should be prepared with guests in mind. It is best not to refer to your meetings as a “crusade” or “evangelistic series.” ***Live with Hope*** seminar is a more preferable choice of wording.

Children’s programs will continue on Sabbath mornings in the same way they have functioned during the evening meetings.

A Word about Offerings

Giving an offering should be a spiritual event. People work hard for their money, investing both time and energy. The offerings they present, then, are a part of themselves given to God.

Don’t be apologetic about the offering. Lift it high as an act of worship. It is a supreme privilege to be able to give back to God!

When you sense your audience is ready for this, make a spiritual offering appeal. Stress that the money does not go to you; it is used for the expenses of the seminar. This gives the audience the opportunity to buy into the program.

Note: Since time is at a premium during the meetings, collect the offerings using one container per row (shallow baskets work well). One usher distributes containers as fast as they can from one end of each row while another usher collects them at the other end.

Evangelistic Visitation

The effectiveness of evangelism depends on the establishment and cultivation of meaningful relationships through personal visitation. If possible, you should visit all active guests (those who have attended at least four meetings). If there are too many guests for you to visit personally, pray sincerely for the Holy Spirit to lead you to visit those you can help the most. Then enlist the help of your elders. Hopefully, most of your guests will have established friendships with members already, and visits from the pastor/elders will just be frosting on the cake.

Personal Visits

The main purpose of your first visit will be to build rapport and establish a friendly level of trust. You also want to encourage the guest to keep attending the meetings. Use all your listening skills. Keep the visit short (10 minutes is good) so they'll be happy to see you again.

The second type of visit is for attitude evaluation. This usually occurs after heavy subjects (such as celebrating the Sabbath) have been presented. Be sure to ask if they understand or have any questions. When you assist someone in making a major decision which involves giving up something important to them, you must reestablish rapport.

For the third type of visit (securing a decision) you must be sure that:

- The person has been visited before and trust level is high
- There is a solid assurance of salvation
- The person has a positive attitude toward making a decision

Then you can proceed to the five major decisions:

1. To accept Christ totally
2. To accept the Sabbath and other major beliefs
3. To make lifestyle changes
4. To be baptized
5. To join the Adventist church

You must also assist people in dealing with problems they are confronting in obeying truths they have discovered.

Auditorium Visits

Remember also to take advantage of auditorium visiting. Arrive at the meetings early to have everything set up so when the first guests enter you can introduce yourself (if you haven't met personally yet) and get to know them. Try to visit with different guests each evening, and encourage your elders to do the same.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

After the closing prayer and saying Good night shake hands with guests as they leave, always calling by name those you can remember. Ask people with questions to wait just a moment. Otherwise you will have one person absorbing all your attention while the rest of your audience files out.

After your crowd is gone, focus on the questions. Caution: Avoid lengthy after-meeting visits with anyone of the opposite sex.

Other Types of Visitation

Telephone visitation is a non-intrusive way to make personal contact with guests. If they leave their email address, use that too. These types of communication save time and are very inexpensive. Plus, you can make notes during the visit without the guest knowing it. For example, you can record the date, the person's interests, challenges, etc.

The disadvantages of visits that are not face-to-face include not being able to ascertain the person's home-life situation and not being as personable. You also miss the clues of body language, which some specialists say comprises 50 percent of communication.

Gaining Positive Decisions

Every decision in life, whether it be to buy a vacuum cleaner or become a Seventh-day Adventist, involves four basic levels:

1. Information
2. Conviction
3. Desire
4. Action

When helping people make a spiritual decision, you must ask: Does this person have sufficient information? Is he or she being convicted by the Holy Spirit? Many people do not know what conviction really is – help them recognize it.

“ We are not only responsible for presenting the truth but we must present it in a winning and compelling manner. *Desire of Ages* page 826. ”

Remember that since most people are right-brain dominant, using logic alone will not create a desire that leads to action. You must convince the right side of the brain by appealing to the imagination and creating a positive thought process. This generates the positive feelings needed to produce the desire to take action.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

In doing this, be direct, but kind and courteous. Arguing never helps. Always use the love of Jesus as the basis for your appeals.

Avoid the extremes of exerting undue pressure or being so passive that you never invite people to make a decision. Persuasive influence without undue pressure is an effective method for securing positive, lasting decisions.

Dealing with Objections

Very few people make up their minds to unite with the church without a struggle. It is a major decision that will have personal, economic and social consequences. Each person must make a personal evaluation of these consequences. Encourage the person to express his or her views on these consequences so you can work through them together. Some can be overcome through action based on faith in God. Some are, in reality, nonexistent.

“Accompanied by the power of persuasion, the power of prayer, the power of the love of God, the evangelist’s work will not, cannot be without fruit.”
Review and Herald, June 2, 1903

If needed, show the dangers of delaying. Remind your listener that there will be only two classes at the end of time – the saved and the unsaved. Be as positive as possible in assuming the person desires to follow Christ completely and will choose to take action.

Preparing for Baptisms

If you have been faithful to preach the Word without compromise, most of the preparation for baptism will have been accomplished during the series for those who have attended regularly. However, the final preparations for baptism must be conducted on a one-to-one basis.

During the last week of the series it is wise for the pastor and an elder to have appointments with each person desiring baptism. It usually works best to meet at the church so you are sure of a quiet environment without interruptions. During this visit confirm each person’s desire to be baptized and review the teachings they’ve learned during the meetings. Answer any questions they may have regarding doctrine or lifestyle, and be sure they understand clearly what it will mean to be a member of the Adventist church. Set a date for the baptism, give them a paper telling what to bring (swimsuit, plastic bag, hair dryer, etc.) and encourage them to invite lots of people. Ensure their new church family is planning a big celebration.

SECTION 2 **CONDUCTING THE EVANGELISTIC SERIES**

Ask each candidate to choose a special verse and/or song to be included in the service. Also talk about how when Jesus came up out of the water the Holy Spirit descended on Him. Encourage them to pause as they come from the water to experience the peace and blessing of the Holy Spirit. Tell them that the baptismal service will be followed by a dedication service where the pastor and elders surround the new members and lay hands on them, dedicating them to a life of serving God and His church through using the spiritual gifts which the Holy Spirit has just given them.

Do all you can, together with the baptism coordinator, to make each person who is baptized feel truly special and welcomed by your congregation. Celebrate together on earth as God and the angels celebrate in heaven!

“ In working with interested people who are holding back from making a decision, we must be alert to discover what is hindering them and be prepared, as far as possible, to remove the obstacle. ”

SECTION 3: CARE OF NEW BELIEVERS

As we all know, baptism is not a magic formula to solve all spiritual challenges, nor a panacea to deliver people from difficulties. Baptism is the beginning of a new life of growth in fellowship with Christ in the context of His church.

Often, immediately after baptism, new believers are faced with serious challenges. The devil zeroes in on new believers, seeking to sever their relationship with the body of Christ. He knows that in order to grow up into Christ new believers need nurturing.

Some of your new believers will most likely become discouraged shortly after baptism. It is the church's responsibility to anticipate this and be prepared to help each new member develop a deep, abiding relationship with Christ and secure a bond with His church.

“ I have come to believe that the formula for successful evangelism can be diagrammed as follows in the form of a time glass:
40% Preparation 20% Public Meetings 40% Preservation ”
-Jac Colon

Whose Responsibility is Follow-up?

First, it is the work of God. “I planted the seed, Apollos watered it, but God made it grow. So neither he who plants nor he who waters is anything, but only God, who makes things grow” (I Cor. 3: 6, 7 NIV). It is always God who causes the growth!

Second, it is the work of the Word. If the Word of God becomes the new believer's food, he or she will be properly nourished to grow to full potential.

Third, it is the work of the discipler (spiritual friend), who has the privilege of providing for the new believer like a parent caring for a small child. “We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us” (I Thess. 2:8 NIV).

Fourth, it is the work of the church. Scripture admonishes us not to forsake the assembling of ourselves together (Heb. 10:25). A healthy, maturing walk with God will be strengthened by the fellowship of other believers united in fulfilling the gospel commission.

SECTION 3 **CARE OF NEW BELIEVERS**

Last, it is the work of the new believer. No two people grow in exactly the same manner. People are affected differently by environment and the attitudes of others toward their faith. New believers must maintain the desire to grow in Christ and become involved in the church.

There are generally three phases of a new believer's growth:

Phase 1: The Honeymoon

This is a passionate phase where the Adventist truths appear vital and self-evident. The new believer experiences victory over sins and wants to be involved with everything in the church. Established church members are friendly and supportive.

This phase may be quite short, but it is the time to establish spiritual friendships and try to involve new members in church activities so the effects of the next stage will be lessened.

Phase 2: Disillusionment

The new believer discovers politics in the church. He or she also discovers that not all Adventists believe and practice the same doctrines. Friends and family members outside the church may reject the new believer's faith. True friends inside the church may be hard to come by. The new believer's participation in church activities may decline.

More individuals leave the church during the first six months because of discouragement or loneliness than for any other reasons. It is crucial that spiritual friends and small groups remain strong and focused, giving special attention during this time because unless the new member moves on to the next stage he or she will eventually leave the church.

Phase 3: Integration

The believer learns to distinguish between what people practice and what the church believes. He or she finds assurance of salvation while still struggling with issues. The development of relationship networks in the church help him or her mature in approaching spiritual matters.

The believer learns to become a student of the Word and a partner in the church's mission. The believer actively (but sensitively) shares his or her faith with others.

“ During the first six months, more individuals leave the church because of discouragement or loneliness than for any other reasons. ”

“ Those who have newly come to the faith should be patiently and tenderly dealt with, and it is the duty of the older members of the church to devise ways and means to provide help and sympathy and instruction... They should not be left alone, a prey to Satan’s most powerful temptations; they need to be educated in regard to their duties, to be kindly dealt with, to be led along, and to be visited and prayed with. ”
Evangelism page 351

As your *Live with Hope* series comes to a close you will likely find your church with three groups of people who attended:

- newly baptized members
- those preparing for baptism
- people who showed interest and need follow-up care

Each of these groups should be included in your discipling program in a specific way. Continuing the mentoring relationship between spiritual friends and establishing discipleship groups are two great ways to do this.

Each of these groups should be included in your discipling program in a specific way. Continuing the mentoring

relationship between spiritual friends and establishing discipleship groups are two great ways to do this.

Spiritual Friends

Research shows that if people make at least six close friends within the first six months of joining a church they have a much greater chance of remaining faithfully involved in that church. Notice the words “close friends.” This means more than a smile and handshake on Sabbath. The level of friendship required must transcend the Sabbath hours. Actually, it is more important to visit a person and develop friendships after he or she has made a decision to join the church than before. The pastor or a trained lay worker should visit each new member at least once a week for the first six months. After that, they should be visited once a month for their first two years.

If each guest who attended your *Live with Hope* series was assigned a spiritual friend you are well on your way to developing this mentoring program, the goal of which is to find practical ways of helping new disciples understand what it means to be a Seventh-day Adventist and connecting them to the church family.

SECTION 3 **CARE OF NEW BELIEVERS**

After each spiritual friend has prepared a welcoming gift for the new member's baptism and assisted with the baptismal celebrations, s/he should also:

- Greet new members at all church functions
- Sit with them, or be sure someone else does
- Invite them to stay for fellowship meals or to eat at their house (don't let certain foods become an issue)
- Introduce them to other church members
- Speak positively about the pastor and other church leaders
- Look for ways to involve the new members in church programs and activities
- Visit or phone at least once during the week
- Think in terms of including new members in as many social activities as possible
- Be very patient and encouraging as new members develop spiritually

Spiritual friends should NOT:

- Act shocked if new members make remarks not in harmony with the faith
- Be preachy or critical
- Overload new believers with reading material – a few well-chosen items presented as special gifts are more beneficial
- Criticize other denominations
- Share church problems or variances of beliefs
- Push new believers to develop faster than they are ready, particularly in lifestyle issues

It's important for spiritual friends to meet together with the pastor as a group for updates and support, especially during the first two months after the evangelistic series.

During this time new believers should also be attending the pastor's Bible study class during Sabbath school time, to be more firmly grounded in their new beliefs. Many pastors choose to conduct this class for 13 weeks to solidify the habit of Sabbath morning church attendance.

Goals of follow-up visits are to:

1. Establish the new believer's confidence in Scripture as the basis of faith
2. Help him or her understand scriptural principles of spiritual growth
3. Build a solid friendship
4. Introduce the new believer to God's desire that all Christians share their faith with others

Many pastors also set a personal goal of visiting new members in their homes at *least* three times during their first six months. It's good if one of these visits can be on a Friday evening to help the new believer learn ways of welcoming the Sabbath hours.

Spiritual friends also need to encourage new believers to attend a spiritual gifts seminar, organized by the church as part of the follow-up integration. If necessary friends should attend with the new members, then look for ways to help them begin to use their newly-discovered gifts to benefit the church and community.

Small Groups

Integration into small groups is another crucial step for new members. If you have only a few new people, they can be encouraged to join existing groups. If you have a substantial number of new believers, you may need to create additional groups. Try to match new members with others of a similar spiritual level, age or background.

Group leaders should be chosen based on their love for Jesus, spiritual maturity and leadership potential. Their responsibilities include leading out in the weekly meetings, connecting with those in the group and encouraging friendship and spiritual growth. Where possible, the discipleship groups should meet once a week in a member's home or some other comfortable environment.

It is important to provide for the children of those attending the discipleship groups. Some churches do this by having all the groups meet at the same time and offering a program at the church for the children. Scheduling the small groups at the same time your Pathfinder and Adventurer clubs meet is also an option.

Growth Groups

Developed by Pastor Milton Adams, Growth Groups is a great resource for the care of new believers. Go to www.growthgroups.us for all the information including video and free downloads.

Have a clear start and end date in mind for these groups. It usually works well to run them one night a week for 13 weeks.

Having a specific topic is also important. Some ideas are:

The ultimate method of discipling new members in apprenticeship classes and keeping the church growing is:

I do it – you observe
 We do it together – I observe
 You do it – I observe
 You do it – someone else observes

- Review and in depth study of Bible doctrines
- The Spirit of Prophecy
- Adventist lifestyle
- History of the church
- Stewardship and church life

More and more churches, both Adventist and non-Adventist, are finding that a school approach is often the most

effective means of perpetuating growth. These classes may be offered on Friday nights, Sabbath afternoons or midweek, either in homes or at the church.

SECTION 3 **CARE OF NEW BELIEVERS**

After the first session people may want to choose other topics and continue meeting, or join another group. The main point is to keep new members connected and deepen their commitment to the church.

Basics of a Practical Follow-up Program

Congregation's Responsibility

- Appoint spiritual friends
- Host a new believers Sabbath school class
- Connect each new member (or interested person) with a small group
- Develop a prayer ministry for new believers
- Attend to practical needs through Adventist Community Services

Spiritual Friend's Responsibility

- Contact new believer weekly outside of church
- Provide appropriate devotional materials
- Assist with integration into fellowship with other social groupings
- Discuss questions new believers may have
- Mediate with family if needed

New Believer's Responsibility

- Develop a devotional life
- Continue studying the doctrines
- Develop new friendships
- Develop positive lifestyle habits
- Discover and use spiritual gifts
- Deepen level of commitment and spiritual maturity

It may seem like a lot of work to teach spiritual gifts seminars and other classes for new believers and develop spiritual friendships and establish a variety of discipling groups. But every effort will be rewarded by the Holy Spirit. As a rock thrown into a pond sends its ripples across the surface, the influence of spiritual friendships will have a ripple effect on scores of lives. Only eternity will reveal the lasting results.

SECTION 4: RESOURCES

Websites

www.adventsource.org

The official leadership resource distribution center for the North American Division. AdventSource has books, seminars and DVDs to assist in preparing your church for Share the Hope.

www.adventistevangelism.com

The Color Press site for custom handbills plus other services to assist in your evangelist campaign.

www.empoweredchurch.org

The Amazing Facts site with all types of support resources.

www.growthgroups.us

Simple, practical, and reproducible holistic small groups that work in Adventism The website is packed with everything from training and sermons to audio and video files you can download.

www.handbills.org

The Hamblin website offers a complete series of handbills and supporting material for your evangelistic meetings.

www.lifestylematters.com

Health-related seminars to connect with your community.

www.LiveWithHopeNOW.com

The official website for community. Will have a graphical locator map pointing to the closest Live with Hope sites. This website will be promoted by media ministries and will be on brochures and advertisements.

www.gospelharvest.org

Evangelism seminar attendance tracking software from Amazing Facts.

www.seminarsunlimited.org

Seminars Unlimited offers complete support for your evangelistic meetings from consultation to brochure printing and mailing services. Call 800-982-3344

SECTION 4 **RESOURCES**

www.ShareTheHope2009.com

The official year of evangelism site for pastors and members. You'll find calendar of events, resources and video training. Register your site for the graphical locator map.

www.sharehim.org

Formally known as Global Evangelism, this website is packed with resources you can use. Everything from sowing ideas (including video clips) to their Outreach Leadership Team Handbook, sermon outlines, decision cards and much more available as free downloads.

Complete Yearly Evangelistic Program

The Empowered Church

The Empowered Church program is built on solid, biblical principles and the council of the Spirit of Prophecy. This well laid-out program gives you proven methods that will guide your church step by step in building an effective evangelism cycle where evangelism is seen as an ongoing process and not just a one-time event. It builds on what your church is already doing, providing practical ways of being more effective in the areas of revival, church health, evangelism, and discipleship.

Throughout this 12-month program you will experience a strong emphasis on spiritual renewal in your church and the discipleship of all believers, especially new members. Not only is this program designed to acquaint souls with the fundamental teaching of the church, it will also encourage spiritual growth and a commitment to Jesus Christ in all your members.

There are five primary goals of the Empowered Church program:

1. Help the church establish an ongoing evangelism cycle.
2. Involve every department of the church in evangelism.
3. Encourage as many members as possible to be involved in soul-winning.
4. Ignite revival and spiritual renewal in the church.
5. Encourage the nurturing and discipleship of all believers.

This Empowered Church kit contains the following outstanding resources:

- New Empowered Church evangelism manual.
- Companion DVDs that go along with the Empowered Church evangelism manual.
- A 12-month evangelism calendar.
- The Empowered Church assessment and survey.
- Meeting agendas for the Outreach Leadership Team.
- Church revival resources.
- Evangelism pre-work calendar.
- Suggested bridge events and community seminars.
- Outreach and witnessing resources.
- The SALT program (weekly community outreach program).

- A new DVD outreach training seminar for the church.
- Evangelism advertising information.
- Work responsibilities for the evangelistic meetings.
- Evangelistic countdown schedule.
- Spiritual mentors program for new believers.
- Discipleship and small group resources.
- Commonly asked questions and answers.
- Access to the Empowered Church website resources and downloads.

Available from Amazing Facts or order from www.adventsource.org or 800-328-0525.

Prepared Evangelistic Presentations

Share Him (formerly Global Evangelism) has prepared evangelistic sermons for pastors and lay members to use. For more information go to www.sharehim.org.

The New Beginnings evangelistic series is also a great resource of sermons/slides and can be obtained from www.adventsource.org.

Books

Answers to Difficult Bible Texts (available from Amazing Facts)

Christian Service by Ellen G. White (available from your Adventist Book Center)

Sharing Our Faith With Friends Without Losing Either by Monte Sahlin (available from your Adventist Book Center or AdventSource)

Evangelism by Ellen G. White (available from your Adventist Book Center)

Good Things Come In Small Groups written by a small group (available from AdventSource)

Light Your World for God by Ernestine and Mark Finley (available from AdventSource)

The Ministry of Healing by Ellen G. White (available from your Adventist Book Center)

The Radical Prayer by Derek Morris (available from your Adventist Book Center)

Health for the Harvest by Robert S. Folkenberg, Jr. (available from AdventSource)

Just Walk Across the Room by Bill Hybels (available from AdventSource)

Path to the Heart by Glen Coon (available from Amazing Facts)

Prayer Warriors by Ron Halvorsen (available from AdventSource)

SECTION 4 **RESOURCES**

Thirty Days to a More Effective Prayer Life by Joe Engelkemier (available from your Adventist Book Center)

Christ's Way of Reaching People by Philip Samaan (available from your Adventist Book Center or *AdventSource*)

New Testament Witnessing by Elden K. Walter (available from *AdventSource*)

Training Lessons & Seminars

Friend 2 Friend by Monte Sahlin with Curtis Rittenour

This six-part workshop offering a refreshing approach to evangelism can be presented during a weekend or over multiple weeks to groups of any size.

Materials in this kit include:

- Leader's guide
- Participant's guide
- Video vignettes for teaching
- PowerPoint presentations

The 100+ page leader's guide provides all the materials needed to effectively lead a group through the workshop.

Each participant uses a participant's guide. It breaks each session into four parts that encourage reflection, sharing, learning, application, and integration.

The audio/computer presentation tools CD-ROM provides the leader with colorful presentation slides that enhance the visual aspect of the workshop and add a professional touch to the presentation.

Also included are six 20-minute video presentations by Monte Sahlin that cover the teaching portion of each session.

Available from www.adventsource.org or by calling 800-328-0525.

Light Your World for God by Earnestine and Mark Finley

This step-by-step Bible study ministry manual details the careful planning involved in beginning a successful Bible study program in your church. Inside you will find practical, field-tested principles that can make a dramatic difference in your church and community.

Discover how to:

- Revive your church
- Organize and sustain powerful intercessory prayer groups
- Equip and train each member to use his or her spiritual gifts in service
- Develop an ongoing, effective Bible study ministry outreach
- Foster weekly witnessing activities
- Reap the greatest results from public evangelistic meetings
- Nurture new believers to become solid members of the body of Christ

This book may be used as a self-study guide, as a resource for pastors, or as a textbook for college Bible witnessing courses. Put these simple principles into practice and watch what God will do!

Available from www.adventsource.org or by calling 800-328-0525.

***Making Friends for God* by Mark Finley**

Developed to train church members to witness in their daily spheres of influence. Learn how to progress from simply making friends to actively seeking opportunities to lead friends to Christ.

Topics include:

- Making friends
- Conversational evangelism
- Bridge-building
- Sharing the word
- Prayer power

Includes instructors manual, five videos, and a participant book.

Available from www.adventsource.org or by calling 800-328-0525.

***Millennium of Prophecy* series by Doug Batchelor**

This is a good follow-up series for new believers to be used one evening a week and on Sabbath morning as part of the pastor's Bible class featuring the Storacles of Prophecy lessons from Amazing Facts. Available from Amazing Facts at www.amazingfacts.org or by calling 800-538-7275.

***Winsome Witnessing* by Gary Gibbs (book and video)**

Author Gary Gibbs illuminates useful how-to instructions with inspiring and humorous stories from his witnessing adventures. Here you will learn simple skills to lead people to Christ, insights to revitalize your church, a proven strategy to give interesting Bible studies, and much more. This practical manual is sure to energize your relationship with God.

Available from www.adventsource.org or by calling 800-328-0525.

SECTION 4 **RESOURCES**

***You Are My Witness* by Don and Marjorie Grey (book and DVD)**

Jesus used simple yet powerful methods to win the hearts of people around Him. You can learn to use those methods, and this manual can help. As you study this simple and practical guide, you'll learn:

- How to know Jesus and be a witness for Him
- How to share your personal testimony
- How to study the Bible with others
- How to encourage former or missing members
- How to help people decide for Jesus, while answering their concerns and overcoming their fears

Jesus Christ is not only the heart of our witness; He is the best example of how to reach and win people to Him. As you follow His example, you'll be amazed how He will use you in winning others to His love.

Available from www.adventsource.org or by calling 800-328-0525.

Child Evangelism

Forever Stories Funpack

A complete child evangelism program that comes in a convenient carrying case. This all-in-one-place kit provides everything needed to conduct meetings for kids ages 4-11 during an evangelism series. Also use it for neighborhood Bible clubs, children's church, and VBS follow-up programs.

Includes the five-volume Forever Stories set, five fun books, a guide book, two videos, two coloring books, and two prints.

Cost is about \$90. Available at www.adventsource.org or by calling 800-328-0525.

Hope to the World

Hope to the World coordinates with nearly any Seventh-day Adventist evangelistic series and has 30 Bible topics ready for three levels of lower divisions: beginner/kindergarten, primary, and junior/earliteen.

Each lesson coordinates with the topics the adults are learning about each night, but at an age-appropriate level. By studying the junior/earliteen lessons ahead of time, juniors or teens can teach the simple, but complete, Bible lessons.

The kit includes far more than you would ever need during one series of meetings. You can save what you don't use for supplementing Sabbath school classes, VBS, for follow-up, or in any number of other ways.

The kit also includes 90 full-color trading cards that children can collect and trade throughout the course of the meetings. It is recommended that you purchase additional sets of trading cards so each child has the opportunity to receive all 90 cards (additional 90-card sets are available).

Hope to the World has "Children of the World" and "Animal Adventure" components as well. The "Children of the World" segments foster a missionary spirit while teaching students about 30 various locations and cultures around the world. The "Animal Adventure" segments cover 30 different animals that correspond to the countries in the "Children of the World" section. "Animal Adventure" is also a good way to connect children to God as our Creator. Original art throughout the program helps the lessons come alive. The Bible lessons, "Animal Adventure," and "Children of the World" coloring sheets are provided as reproducible masters.

Also included:

- Large (nearly 400-page) notebook which includes reproducible masters
- Two colorful giant game boards printed on heavy, durably vinyl for the games
- Colorful marker playing pieces and cubes
- One set of 90 full-color trading cards
- Suggestions for coordinated music
- Lists of exactly where to find additional resources in familiar books you or your church probably already have
- Teachers resource materials
- Patterns and instructions for coordinated crafts
- An appendix with additional visuals
- A special game guide to show you how to play evangelistic games with children that reach them spiritually and reinforce the lessons

Cost is about \$100. Available at www.adventsource.org or by calling 800-328-0525

Truth 4 Youth

An excellent complete children's evangelistic series available from Young Disciple Ministries. This is a Christ-centered program appealing to children of all ages and backgrounds, leading them to choose Christ as their personal Savior. It is largely prepared, formatted, and easy to use. The cost is approximately \$100. For more information visit www.youngdisciple.com or call 509.722.4300.

Live with Hope Evangelistic Team

Prayer Ministries Team

- 1) Leader
- 2) Prayer Breakfast
- 3) 24-Hour Chain
- 4) Day of Fasting & Prayer
- 5) Neighborhood Prayer Walking

Guest Relations Team

- 1) Leader
- 2) Greeters/Registrars
- 3) Ushers
- 4) Elders
- 5) Row Hosts
- 6) Visitation Teams
- 7) Spiritual Friends

Presentation Team

- 1) Leader
- 2) MC
- 3) Music Coordinator
- 4) Technical Coordinator
- 5) Speaker(s)

Child Evangelism Team

- 1) Leader
- 2) Stories
- 3) Crafts
- 4) Special Feature
- 5) Nursery (ages birth – 3)

Facilities Management Team

- 1) Leader
- 2) Parking/Security
- 3) Building Décor/Janitorial
- 4) Baptism Coordinator

General Support Team

- 1) Leader
- 2) Advertising
- 3) Transportation
- 4) Materials
- 5) Attendance
- 6) Meals/Refreshments
- 7) Photographer

LIVE WITH HOPE STAFF LIST

	Name	Phone/Cell
Prayer Ministries Team		
1) Leader	_____	_____
2) Prayer Breakfast	_____	_____
3) 24-Hour Chain	_____	_____
4) Day of Fasting & Prayer	_____	_____
5) Neighborhood Prayer Walking	_____	_____
Guest Relations Team		
1) Leader	_____	_____
2) Greeters/Registrars	_____	_____
3) Ushers	_____	_____
4) Elders	_____	_____
5) Row Hosts	_____	_____
6) Visitation Teams	_____	_____
7) Spiritual Friends	_____	_____
Presentation Team		
1) Leader	_____	_____
2) MC	_____	_____
3) Music Coordinator	_____	_____
4) Technical Coordinator	_____	_____
5) Speaker(s)	_____	_____

	Name	Phone/Cell
Child Evangelism Team		
1) Leader	_____	_____
2) Stories	_____	_____
3) Crafts	_____	_____
4) Special Feature	_____	_____
5) Nursery (ages birth – 3)	_____	_____
Facilities Management Team		
1) Leader	_____	_____
2) Parking/Security Coordinator	_____	_____
3) Building Décor/Janitorial Coordinator	_____	_____
4) Baptism Coordinator	_____	_____
General Support Team		
1) Leader Coordinator	_____	_____
2) Advertising Coordinator	_____	_____
3) Transportation Coordinator	_____	_____
4) Materials Coordinator	_____	_____
5) Attendance Coordinator	_____	_____
6) Meals/Refreshments Coordinator	_____	_____
7) Photographer	_____	_____

HANDBILL AND ZIP CODE

Use the following worksheet to calculate the number of handbills to order.

1. Locate the zip codes within a 15-mile radius of the meetings
2. List the zip code numbers on the table below.
3. Call the mailing service to find out how many addresses are in each zip code.
4. Record the numbers in the table
5. Calculate the total number of addresses.
6. Add about 1,000 more for use by the church members

Total Addresses _____ + 1,000 = _____ Handbills Needed

Cost per 1,000 handbills _____ x _____ handbills = \$_____ Total

BUDGET CALCULATION SHEET

The following are items to consider in your planning process.

MANUALS

- Pre-work, organizational, and Technical Manuals

EVANGELISM TRAINING MATERIALS

- See Resources section of this book

PREWORK MATERIALS

PREWORK EVENTS AND PROGRAMS

ADVERTISING

- Handbills
- Other materials (CP order form)
- Radio spots
- Television spots
- Newspaper
- Other

SEMINAR COSTS

- Seminar materials and giveaway books
- Venue rental (if applicable)
- Children's program
- Other

FOLLOW-UP MATERIALS

OTHER

-

TOTAL

THE SPIRIT'S INVITATION

MY SERVICE FOR THE LORD

Name: _____ Church: _____

Address: _____

_____ Baptized _____ Year _____

- I want to do something to witness for Jesus.

I am willing to participate in the following evangelistic team positions:

- Prayer Ministry
- Greeter
- Registration
- Ticket Collector
- Usher
- Fellowship Meals
- Janitorial help
- Nursery / Child Care
- Sanctuary / Hall Decorating
- Parking Attendant
- Security Control
- Photographer
- First Aid
- Ride Coordinator
- Photo Copies of seminar handouts
- Bible School
- Other: (please specify) _____

- I will pray that God will use me to win someone to Him.

“Also I heard the voice of the Lord, saying, Whom shall I send, and who will go for us?
Then said I, Here am I; send me.” —Isaiah. 6:8.

I CAN HELP HERE

I realize the importance of being involved in God's work for His church and I would like to volunteer my services in the following areas. I recognize that I may not be able to do all I have checked.

Church Evangelism

- Distributing Literature
- Community Services:
 - Leader for Community Services programs
 - Repairing Clothes
 - Gathering Clothes
 - Distributing Clothes to the Needy
 - Collecting Food for the Needy
 - Quilt making
 - Other
- Giving Bible Studies
- Having Bible Study Group in home
- Assisting in Cooking Class
- Assisting in Breathe Free Stop Smoking Classes
- Assisting in parenting seminar
- Helping to maintain SDAXA program
- Preach
- Visit Shut-ins
- Visit Nursing Homes
- Telephone Committee
- Vacation Bible School
- _____

Church Nurturing

- Choir
- Lead Song Service
- Sing or provide other special music
- Play piano
- Play organ
- Play musical instrument
- Tell Children's Stories in Church
- Intercessory Prayer Group
- Fund Raising
- Teen Sabbath School Class (Which age group?)
- Assisting in Children's Sabbath School

Class

- Pathfinders (Like Boy and Girl Scouts)
- Lead Pathfinders, or be trained to lead
- Teach Specialized Skills (for example: baking, sewing, woodworking, mechanics, knowledge of nature subjects) (what skills _____)
- Assist with Pathfinders as adult teacher, helper, counselor
- Fellowship Meal Committee (Setting up and cleaning after fellowship meals on a rotating basis)
- Greeting people at door as official greeter
- Child care during church events
- Maintain sign board
- Sound system operator
- Maintaining Church Building
- Painting
- Miscellaneous carpentry work
- Maintaining Grounds
- Yard work
- Church Newsletter production (Editing, typing, layout work, or preparing for bulk mail)
- Sign making, or occasional art work
- Social Committee (planning and preparing for church socials)

Your Name _____

Phone _____

ADVERTISING

Securing TV and Radio Advertising Spots

- Contact your conference or local Chamber of Commerce for a list of stations in your local area.
- Call the stations asking for rates for 60- or 30-second spots. Prime-time slots will be more expensive, necessitating the shorter spot.
- For each station, find out the following information in order to determine listener demographics and coverage area. (This will assist you in deciding which stations meet your coverage and financial needs.)
 - Station call letters (for membership monitoring purposes)
 - TV channel/radio frequency
 - Major city covered -- get coverage map
 - Potential audience/reach (Note that “households” = audience divided by three)
 - Sister stations or repeaters
 - Only broadcast or airing on cable, satellite or combination of these
 - Available times with corresponding rates (determine when and where your spots are to be placed, and therefore who will be listening)
 - Number of times the spot will run
 - Dates and times they spot will run
 - What format they take the spots in: CD-WAV, CD-WMA, CD-MP3, Beta SP, DV Cam, etc. (this will enable you to decide what format your spots should be produced in)
 - Attempt to get bonus time at no cost

NOTE: If you would like sample scripts for radio and TV public announcements, please check online in January.

SAMPLE RADIO ADVERTISEMENT

(note: customize to fit your needs)

What is the future for America? Friends, every hour someone is murdered; every thirty minutes a woman is raped; every five minutes a home is robbed. We have school shootings, AIDS, and pornography, yet the United States is one of the most Christianized nations in the world. What is happening to this great society that was founded on moral values?

Have you ever wondered if there is hope for America's future? Then you will not want to miss this! Live with Hope presents, a free Bible prophecy seminar coming to _____ on _____. Tens of thousands have attended these international seminars and have discovered how Bible prophecy reveals the future and brings hope for today. The seminar begins _____ at _____. The seminar location is _____ which is located on _____. Look for the flyer in the local paper and in the mail. 30 seconds.

Topics presented nightly will include: The Rapture, Unmasking the Anti-Christ, The Mark of the Beast, America in Prophecy, and much more. For your convenience, this seminar is located at the Whistle Stop Theatre. The seminar includes free parking and child care. All are invited to attend as we open our Bibles together in this relaxed atmosphere. Look for the advertisements in your local paper and in the mail.

The total radio ad is right at 60 seconds. Depending on how fast you read.

EVANGELISTIC SERMON PLANNING WORKSHEET

TOPIC

SERMON TITLE

- The Bible (general)
- Origin of Evil
- Creation and Evolution
- Archaeology and the Bible
- Salvation
- Prayer
- God
- Christ
- Christian Growth
- Second Coming (the fact)
- Second Coming (the signs)
- Second Coming (the manner)
- Sanctuary
- Judgment
- Law of God
- Sabbath
- How to Keep Sabbath
- Change of the Sabbath

TOPIC

SERMON TITLE

- Spiritualism
- State of the Dead
- Health Message
- True Church
- Denominations (who so many?)
- Babylon's Fall
- Mark of the Beast
- Millennium
- Hell
- Heaven
- Spirit of Prophecy
- Certainty of Advent Movement
- Holy Spirit and Unpardonable Sin
- Tithe & Christian Stewardship
- 2300 Days
- Three Angels Messages
- Seven Last Plagues
- Developing Faith
- Decision (sermon 1)
- Decision (sermon 2)
- Your Choice

BEING EVANGELISTIC

Building a Relationship for Jesus

There are several important points to consider in striving to be as effective as possible in drawing people to Jesus and His truth in the Live with Hope Seminar.

- ❖ Be there! Your influence can only tell if you're at the seminar yourself!
- ❖ In the meetings, please pray. Pray for the speaker, the people around you, pray during appeals, pray when testing the truths are presented. Pray, pray, pray!
- ❖ Be friendly! Don't hesitate to smile and greet people, and get to know people.
- ❖ Don't be too friendly! Early in the seminar, people will warm to a smile and a greeting, but we want to give them space and time to become comfortable.
- ❖ Don't argue with seminar visitors!! Never, about anything, anytime. Even if a guest is argumentative, we only lose ground if we try to win arguments and drive home our points. If someone is awkward, offer to have the speaker help them.
- ❖ Be helpful. Help people find Bible verses they can't locate, help find a drink of water, help them find a ride home. Helping people wins hearts and makes attractive what you believe.
- ❖ Please don't call the pastor "Pastor". He's not the visitor's pastor, and it will tend to make the visitors feel like outsiders.
- ❖ Don't answer theological questions. No matter how simple they appear to be, refer all questions to the speaker. Encourage guests to put questions in the question box, or approach the speaker personally. Visitors will have many Bible questions. Don't answer them! The only exceptions would be very general questions about the Bible, or questions on topics that have already been covered, in which case you may quote the speaker. We build up to topics, and can not have questions being answered out of sequence, before they are ready to digest them properly. Even the speaker and the pastor will not answer questions out of order. Just say, "Good question, put that in the question box. I'm sure the speaker will be able to give you a really thorough answer for that."

- ❖ Watch your language! Please, no “Happy Sabbath’s”, no “I’ll see you at church tomorrow morning!”, no “Sister White said”. Talking like an insider will make anyone who is not an insider feel like an outsider.
- ❖ Don’t group together with people from church. Spread out in the auditorium, and your influence will spread out. We are the ‘salt of the earth’. Salt must be dispersed if it is going to add flavor.
- ❖ Please don’t congregate in the doorway, at the registration tables or in the back of the room.
- ❖ Please don’t sit in the back row or along the back wall. Leave those seats for visitors.
- ❖ Please be thinking, ‘How can I help?’
- ❖ Please pray. And please know that the speaker and his family are very grateful for your prayers, and your support of this seminar!

TIPS FOR VISITATION

1. Select the names you are going to visit that day and plot them on a map. Then arrange the visits in the most expeditious order. You want to avoid driving back and forth across town.
2. Even if you are having difficulty finding anyone home in the daytime, go out anyway. You will be learning your territory so that when we are pressed for time at the end of the meetings, you can go directly to their homes.
3. Dress appropriately. You represent God and the SDA church. We will be talking about Christian Dress when we prepare them for baptism and it is much easier if we model it for them.
4. Insure you have "Sweet Breath," etc.
5. Your introductory remarks are very important. You can use the evangelist's rapport to establish rapport with them by using the following introduction and the door.

Hi, my name is _____ with Revelation now. _____
asked me to stop by. We are trying to visit everyone attending, just to let you
know how much we appreciate you coming to Revelation Now, and to pray with
you. Do you have a moment?

6. Sit where you can see both interests with out turning your back on one.
7. Select a lead person to make the visit
8. Partner should be prepared to handle distractions.
9. When beginning the Gospel presentation or evaluation portion of the visit the partner should pray silently and not say anything.
10. At the close of the visit, always ask if you can come back sometime.
11. Always be pleasant.
12. Do not take these instruction sheets or computer printouts into the meeting or leave them around where Interest can see them.
13. Wait until you have driven away before filling out your report sheet. Don't do reports in their driveway.
14. Do not get ahead of the meetings. Only answer questions about material we have already covered.
15. Do not distribute any literature except for the sermons and the materials we give you.

KEY SENTENCES

It isn't safe to depend on your feelings. Depend on the Word of God.

Our only true security is in the following truth. Error always leads to disappointment. Truth will finally triumph. You want to be on the winning side.

More and more thinking people are changing.

As long as the devil sees that you will let circumstances hold you back, he will surround you with unfavorable circumstances (e.g., in debt, have to work on Sabbath, opposition from wife). We must come on God's terms, not if, when, etc...

Indecision upsets the whole family. The sooner you decide for right, the sooner the family will adjust and get back to normal.

You can't run away from the truth.

We never win out loved ones by compromising.

When you do what is right, God makes Himself responsible for the circumstances.

The longer we delay after seeing the truth, the more chance the devil has to confuse us.

You can go to any church in town, but as soon as you become seriously interest in the church that keeps all of God's commandments, things begin to happen. People who never before showed any concern about your spiritual life begin bringing you books, pamphlets, and list of texts to read; all designed to discourage you from keeping all the commandments of God. You will see what the Bible means when it says, "The dragon was wroth with the woman...went to make war with remnant...commandments of God."

The majority has never been right. It's never safe to follow the crown.
(Quote Matthew 7:13, 14)

The religious leaders of Christ's day were the very ones who fought Him.

No one wants to be pushed, but it is interesting how men will let the devil push them away from eternal life.

Satan's most successful approach is "Wait awhile." He keeps whispering, "Don't rush into anything." It's too late for some of you to rush into this message. You've known it for years. To decide this very moment wouldn't be rushing, would it? God says, "Now, today."

People appreciate help in making right decisions. The devil will bring influences to bear in an attempt to hold you back. Unless you have help to encourage you to move forward, Satan may succeed.

So many have said, "Thank you for not giving us up."

The little things that people hold on to are often the very things that rob them of the joy of full surrender.

As soon as you learn a new truth, begin to live it.

Settle each issue as you meet it.

Don't let duties accumulate. This is one of the rules of efficiency in life.

INTEREST RECORD CARD

Team:

Names _____

Interest Record

Map Coordinate _____
Source _____

Address _____

Decisions _____

Phone _____

A=Accept Christ, Sab=Sabbath,
D=Death, H=Health, B=Baptism

Phone _____

C=Join Church, O=Other

Date Notes

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

TELEPHONE SURVEY

Name: _____ Left Message: _____

Phone: _____ Interest Rating: _____

Date Called: _____ Called Back: _____

Your Name: _____

Good morning/evening, my name is _____. I'm with the Live with Hope Seminar which is currently here in _____. The reason I'm calling is that we are doing a survey of those who are attending or have attended our seminar to see how our seminars are meeting the needs of people and I'd like to ask you just 3 quick questions regarding the seminar.

1) Did the opening night program meet your expectations?

- Yes
- Somewhat
- No

2) Do you plan to return for another session?

- Yes
- Maybe
- No

(If answer is no,) ask, "May I ask why?"

- Work Schedule
- Family
- Negative Press
- Inconvenient
- Other _____

If answer is Work Schedule or Inconvenient) ask, "Would you be interested in listening to the prophecy lectures by audio cassette at your own convenience?"

3) What do you think would make the seminar better in the future?

GAINING DECISION FOR THE TRUTH

Thou Shalt Not's

1. Don't proceed without heart preparations and prayer.
2. Don't condemn a person's past life. Give him hope for the future.
3. Don't argue, lose your temper, or your patience.
4. Don't interrupt the person who is raising an honest objection. Their opinion matters to them.
5. Don't adapt the "that's nothing compared with" attitude toward the person's problems.
6. Don't shut the door of mercy in his face because he is slow to accept
7. Don't use the "take it or leave it" approach.
8. Don't give the candidate the impression that you are "running him down" to get him. Over-anxiety has driven many fish from the hook.
9. Don't talk with a person about joining the church in the presence of friends.
10. Don't over urge, or give the sense that you are pressuring.
11. Don't give the impression that you are in a hurry, even if you are.
12. Don't stay for refreshments after the decision is secured.

WELCOME TO THE FAMILY OF GOD

You are now a child of the KING OF THE UNIVERSE. We are so happy to welcome you to His family.

On this date: _____

I, _____, was born into Godhs family. Surely "There is joy in heaven over one sinner that repenteth," and there is joy on earth too!

*Your brothers and sisters
in the
Seventh-day Adventist Church*



SEVENTH-DAY
ADVENTIST®
CHURCH

BAPTISM PREPARATION

WHAT TO BRING...

1. Towel
2. Swimsuit or underclothes to wear under the baptismal robe
3. Socks (optional) to wear during the baptism
4. Plastic Bag (for wet clothes)
5. Comb
6. Hair dryer