

OUTREACH

IS FOR EVERYONE

Womens' Ministries Evangelism Manual



General Conference Women's Ministries Department

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INTRODUCTION



Outreach is for everyone! Do you believe that? Not many women believe that they can do outreach. But you can. Methods of evangelism come in many different sizes and shapes. There's Public Evangelism and some are called to this method. There's Small Group Evangelism, Seminar Style Evangelism and even Plant a Seed Evangelism. But the one I love the best is Friendship Evangelism because this method has as many different forms as there are people. In this manual you will find information on all these methods and more. It's not one size fits all; but we are confident that you will find a size that will fit you and through you God will win a precious soul to His kingdom. Outreach is for every Christian, and that includes you, my sister.

General Conference Women's Ministries Director



CHAPTER 1

OUR GOSPEL COMMISSION



CHRIST'S METHOD ALONE WILL GIVE TRUE SUCCESS IN REACHING THE PEOPLE.
THE SAVIOUR MINGLED WITH MEN AS ONE WHO DESIRED THEIR GOOD. HE SHOWED
HIS SYMPATHY FOR THEM, MINISTERED TO THEIR NEEDS, AND WON THEIR CONFIDENCE.
THEN HE BADE THEM, 'FOLLOW ME'.

THE MINISTRY OF HEALING, P. 143.



VISITATION. TENT MEETINGS. Bible studies. Public evangelism. Small group seminars. Why do we hold these events? Is there a compelling reason to share the gospel with others? Absolutely! Our commission is from Jesus, our Saviour and our example.

And Jesus came and spoke unto them saying, "All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world." (Matt. 28:18-20 KJV)

The mandate is right here. Not only must we invite people to come to us but we must also go where they are. And what are we to do? We are to teach all nations, preach to every creature, "baptizing them in the name of the Father, Son and Holy Ghost." He has charged us with a wonderful responsibility, the opportunity to work together with Him, teaching others "to observe all things" that we have learned of Him.

And the promise is there. He will be with us! Hold on to His promise. His presence is our encouragement, our help, our source of strength and power. He, more than we can ever fathom, has a heart for the lost and has given His all to offer salvation to the people we are seeking to reach.

But let us not go, or teach, or preach without the promised power—the Holy Spirit, who will fit us and enable us to fulfill this great commission. Remember to ask for, prepare for and expect to receive this gift. Be intentional in spending time in preparation for the reception of the Spirit. Before starting to plan for evangelism, invite a group of women to pray with you, asking the Holy Spirit to use you and each of the women working with you. Pray often, as together you prepare and conduct small groups, seminars, Bible studies, and evangelistic meetings, and later as you follow up the interests and disciple the new believers.

We must ask for the outpouring of the Holy Spirit. We do not use the Holy Spirit; He uses us to accomplish that which we would be absolutely unable to do of ourselves. He will prepare the hearts of the people. He will convict them of truth. Without the Spirit, we will fail. God gives His gift now to those consecrated ones who are willing to go out and fulfill the great commission. Many long to hear the good news of the Gospel. We can reach them.

Yes, we as women can reach them. When the Holy Spirit empowers us to share God's love and grace, He will also lead in our plans and will prepare hearts to hear the gospel we share.



GOD CALLS WOMEN TO EVANGELISM

Do we hesitate to heed the call of the Holy Spirit because we are women? Is the gospel commission given to men only? Are not women, youth and even children sharing God's Word with thirsting souls in many places?

Today, women in many parts of the globe are discovering their talent for evangelism and are reaching the world for Christ. Could more of us participate in public evangelism? Can we possibly lead or assist in small groups, seminars or evangelistic meetings? Can we befriend our neighbors, work associates, and others, finding opportunities to lead them to Christ? Can we then nurture them as new believers?

We can proclaim the wonderful message of God's love. We can help to hasten the coming of our Lord and Saviour.

Yes, women are leading women and men to Christ—in small villages and large cities around the world. They are starting small groups, leading seminars, and preaching at evangelistic meetings. New churches have been started, new people groups reached. Not merely a few here and a few there, but many thousands have been reached by women and have been baptized.

Does God call women to share the Good News of salvation? Definitely! God wants all of His disciples, both men and women, to be involved in evangelism. He did not call only men to preach and teach. He calls all His disciples to evangelize the furthest reaches of the globe.

Across the world, the birth rate is much higher than our rate of reaching people for Christ. If we continue as we have, it will be impossible to warn the world of Christ's soon coming. If we depend on just ministers and pastors to finish this work, it will never happen. We must join hands—men and women, laity and clergy, children and youth—to evangelize the world. Through the power of the Holy Spirit, we must work together to reach the lost.

Ellen White says,

“ WHEN A GREAT AND DECISIVE WORK IS TO BE DONE, GOD CHOOSES MEN AND WOMEN TO DO THIS WORK, AND IT WILL FEEL THE LOSS IF THE TALENTS OF BOTH ARE NOT COMBINED. ”
EVANGELISM, P. 469

At times we may ask ourselves whether there are some groups whom women especially are able to reach. One answer is *anyone* with whom we come in contact, including...

- Our families. There are many non-Christians in our own families who need to be reached. Sometimes we try to reach people in far off places, forgetting there are people right in our own homes who need to know Jesus.
- Our neighbors. Many can be reached with simple acts of kindness and friendship.
- The men in our lives. Our husbands, our sons, our neighbors, our work associates—all may be candidates for gentle, personal evangelism.
- The youth. The ones in our church or our neighborhood; the youth who are at risk; those who need love, guidance, training and mentoring.
- The elderly. Those in need of kind, loving words and help; the lonely; the ones who have gradually lost their whole network of friends and relatives.
- And especially women. The young women who need mentors in adjusting to new families and husbands; ones who need a listening, accepting ear and words of encouragement; women new to the community; single mothers; women struggling with sin who are searching for God. Women in our own neighborhoods, in the beauty shops, in the stores, at work. Many of these women are longing for something better.



Sisters, we may do a noble work for God if we will. Woman does not know her power. God did not intend that her capabilities should be all absorbed in questioning: What shall I eat? what shall I drink? and wherewithal shall I be clothed? There is a higher purpose for woman, a grander destiny. She should develop and cultivate her powers, for God can employ them in the great work of saving souls from eternal ruin.

Testimonies, vol. 4, p. 642.



God has gifted many of the women of our church with wonderful people skills—skills that can help them reach people’s hearts. Some have already been able through the Holy Spirit to lovingly, tactfully lead people to Jesus.

Women have many spiritual gifts; they can use these God-given talents in evangelism in their communities. God has gifted each of us with spiritual gifts and natural talents; each gift can be dedicated to reaching people through evangelism. (For additional quotations from Ellen G. White, see Appendix A.)

Another aspect of evangelism to consider is what it is that women can do that men, trained to do ministry and evangelism, may be poorly equipped for.

In addition to presenting the great truths of the Bible, women can listen and provide counsel about many family and personal matters. There are often topics a woman may be hesitant to discuss with men, such as their family

problems, their heartaches, and even abuse. God-fearing women who may have gone through similar trials, who have compassion and experience in meeting problems with the Lord at their side can listen, pray with and for them, and when the time is right gently point them to the Savior who will walk with them through their heartaches.

Many women have been trained professionally to counsel and to deal with crises. These women could also train lay people in dealing with some common problems. Perhaps these professionals could even offer free or low cost clinics to assist some of those who need more help, especially if such assistance is not available in the community.

By now you are no doubt thinking of more ways women can minister to the needs of other women; ways that may not be possible for men to reach them. Prayerfully try a few of your ideas and become a blessing to your community.

PUTTING GIFTS TO WORK

Especially in pre-evangelistic programs and ministries, women are often most successful in reaching out to women. However, in public evangelism, women speakers seem to be just as successful as men in reaching both men and women.

In planning outreach and pre-evangelistic endeavors, you may want to consider major concerns of women in your community. Some of the most critical issues that face women world-wide are these: illiteracy, abuse, health risks, poverty, workload/hours, and lack of mentoring/training. The General Conference Women’s Ministries identifies these as the six Critical Issues for women. By studying your community and by surveying the women you wish to minister to, you can discover their most pressing needs. After considering your resources, you can decide how you can best minister to them.

If you are a Women’s Ministries leader or someone hoping to begin women’s evangelism, as soon as possible begin training women to lead out in women’s activities and for personal witness. As much as possible, include the women themselves in the planning.

Remember that a variety of gifts and talents will be needed for successful evangelism teams. Encourage women who display many different gifts to join you in developing evangelistic outreach for your community. Value and affirm the vivacious, never-met-a-stranger types and the quiet, faithful prayer warriors. Together seek the leading of the Holy Spirit. Then go forth in faith to fulfill the Gospel Commission.



HANDOUT

CHAPTER 1. OUR GOSPEL COMMISSION

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "Christ's method alone will give _____ in reaching the people. The Saviour _____ with men as one who desired their good. He showed _____ for them, ministered to _____, and won _____. Then He bade them, ' _____.'" *The Ministry of Healing*, p. 143.

2. Visitation. Tent meetings. Bible studies. Public evangelism. Small groups. Why do we hold these events? What is our reason for sharing the gospel?

3. Does God call women to evangelism? Does the following text answer this question? Explain.
"And Jesus came and spake unto them saying, 'All power is given unto me in heaven and in earth. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you.'" (Matt. 28:18-20 KJV)

4. We may ask ourselves whether there are some groups whom women especially are able to reach. List 5 or more groups you feel can be reached effectively by women.

5. In planning outreach endeavors, it is wise to consider major concerns of women in your community. The General Conference Women's Ministries has identified six Critical Issues for women worldwide. List these 6 needs?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Study your community and survey the women you wish to minister to. Discover their most pressing needs, and consider your resources as you decide which needs you can best meet.

6. Women have many spiritual gifts; they can use these God-given talents in evangelism in their communities. As you plan evangelistic events, remember the following points.

- A variety of gifts and talents will be needed for successful evangelism teams.
- Encourage women who display many different gifts to join you in developing evangelistic outreach for your community.
- Value and affirm the vivacious, never-met-a-stranger types as well as the quiet, faithful prayer warriors.
- Together seek the leading of the Holy Spirit. Then go forth in faith to fulfill the Gospel Commission.

CHAPTER 2

PREPARING THE CHURCH



PERSONAL EFFORT FOR OTHERS SHOULD BE PRECEDED BY MUCH SECRET PRAYER; FOR IT REQUIRES GREAT WISDOM TO UNDERSTAND THE SCIENCE OF SAVING SOULS. BEFORE COMMUNICATING WITH [OTHERS], COMMUNE WITH CHRIST. AT THE THRONE OF HEAVENLY GRACE OBTAIN A PREPARATION FOR MINISTERING TO THE PEOPLE.

CHRIST'S OBJECT LESSONS, P. 149



PERSONAL PREPARATION

Both the church and the individuals leading an evangelistic series need to be prepared personally. Certainly, the leaders will need to prepare themselves before they can expect to lead the church in reaching out and bringing others to Christ.

How does one prepare? Make sure that you have a strong relationship with Christ. Spend quality time with Him each day and especially on Sabbath. This includes time in prayer and Bible study. Study and pray with one purpose in mind—to know what God is really like, what His character is like. As you get to know Him better, you will want to become like Him. And He will answer your prayer that you become like Him.

It is essential that you make a radical commitment to Christ in order to reach the world for Him. He will give you a compassion for the lost and will give you the boldness to follow His mandates.

We will never be successful in soul winning without the guidance and infilling of the Holy Spirit. Our greatest need is for the Spirit. He is the one who will fit us for this great work. It is He who will prepare the minds of the people in the community for spiritual things. He will also fill us with the attributes of His character, enabling us to lead others to Christ. Furthermore, the Holy Spirit will promote unity among us. This must be our most urgent petition. And He has promised that He will hear our prayers.

The Holy Spirit is given to bring to our remembrance the words and works of Christ, spoken for the salvation of the soul; and if this Spirit were recognized and appreciated, spiritual life would increase one hundred-fold. But many do not choose to remember....

God bears long with them, and His Spirit is constantly employed to bring spiritual things to their remembrance, that subjects of vital importance may find a lodgment in their hearts. The Spirit takes of the things of God, and presents them to the mind.

Constantly the mind is given glimpses of God. If men listen for the voice of God, these spiritual impressions become more and more frequent, and extend from one to another till the heaven seems to go through the whole church. A divine presence hovers over the people, and a revival is the result. Souls are converted. The sympathies and energies of the people are enlisted on the side of the truth. God works in them, to will and to do of his good-pleasure, breaking the spell of the world, and engrossing the thoughts with subjects of eternal interest. (Ellen G. White, "The Way, the Truth, and the Life," *Signs of the Times*, N^o. 3, January 20, 1898.)



PREPARATORY RETREATS AND PRAYER GROUPS

A variety of programs is available to help the church prepare for evangelistic meetings—to prepare spiritually, prepare to witness, and prepare to become involved. Some call for long range planning and funding; others can be implemented immediately at no cost.

RETREATS. One wonderful source of revival is a spiritual retreat—a time when the church can gather to pray and fellowship together at a relaxing, lovely place where they can be together with God. However, sometimes because of circumstances the retreat may have to be held at the church. It can still be a time of spiritual unity.

If the planned evangelistic event is to be held by women for women in the community, it would be wonderful to have a women’s retreat to prepare for revival among the women. If the retreat is conducted in the right spirit and the women are encouraged to seek for a revival, great good can be accomplished. Excellent guidelines for organizing a retreat are available at www.AdventSource.org and from your Women’s Ministries Department, or the General Conference Women’s Ministries Department, www.adventistwomensministries.org

ELEMENTS OF A GOOD RETREAT.

- Have a good speaker, a spirit-filled person who can inspire and lead in revival.
- Allow Bible study time, relational or inductive Bible study.
- Include inspirational group singing.
- Schedule time for prayer. Encourage conversational prayer. People can pray short, earnest, one-sentence prayers. Even songs can be prayers. Be sure the group is close enough together to hear each prayer.
- Do not pack the schedule so there is no time for private prayer and reflection, and for the Holy Spirit to work.

PRAYER CONFERENCE/RETREAT. An excellent alternative to a retreat is a prayer conference. Resources are available in most divisions. Contact your Women’s Ministries leaders for information.

PRAYER AND FASTING. People can gather to pray rather than eating a heavy meal together. If they do eat, keep it light so the brain will not be dulled by overeating. Sometimes our thinking is clearer and more focused if we fast. However, let us remember Paul’s counsel that we should not condemn either those who fast or those who don’t.

You may wish to suggest the following as subjects for prayer.

- Encourage the people to pray for themselves and their own spiritual lives.
- Invite them to pray for their family, church members, friends and neighbors.
- Most important, encourage them to pray for the unchurched whom they know, ones who have left God and need to return, those searching for God in all the wrong ways, those who are lost and don’t know it, all those for whom Jesus died.

PRAYER CHAIN. This is a good way to bring prayer needs before church members. One person calls one or more persons with a prayer need and then asks them to call others until all church members are praying for that need.

To organize the prayer chain, one person is designated as the contact point. She will have two to four others she calls. Each of them will call three or four others until everyone is contacted. Thus no one makes more than a few calls.



Six weeks before opening night the church is organized into small groups to pray together during the church service. This plan, which includes home visitation among members, prayer commitment cards, and printed invitations to the opening night lecture, has helped thousands of members bring their friends to the meetings. Members, who have had their friends accept invitations to the crusade, share personal testimonies each Sabbath on how God has answered their prayers.

Dan and Gloria Bentzinger, *Prayer Power in Evangelism*, A.E.A.’s File of Tips & Resources



It is good to organize a prayer chain weeks before the evangelistic series is to begin in order to pray for the planning and for those to be invited. It will be a blessing to continue the prayer chain during and after the meetings. New members will have many challenges for which prayer would be appropriate.

PRAYER WALKS. Prayer walking is an excellent way for members not only to pray for the community, but to meet people in their homes in a non-threatening way. To make the program successful:

- Encourage all who have committed to pray to meet with the leader for ten minutes each week after the church service. Have conversational, short prayers directed toward the winning of souls through the evangelistic meeting.
- This same group can meet once a month for one hour of conversational prayer.
- In preparation for the meetings, each member of this group will be encouraged to select a block of the city, and then silently (or praying aloud in groups of two) walk up and down the block praying for each home.
- After prayer walking for at least a month, the walkers may hang prayer request cards on the doorknobs of their block. They then return to pick them up and pray specifically for the requests listed.
- If they feel comfortable, they might knock on the door rather than leaving the card and simply explain they are from the Adventist Church, praying for people in their community and wonder if they have any requests. (This way of working is more effective, but the other is available for those who are uncomfortable knocking on doors).
- After praying for these requests for two weeks, they should knock on the doors of those homes to let people know they have been praying for them. They may want to check back at least once a month to let people know they are still being prayed for.
- Those who are interested in prayer could be invited to join a community prayer group.
- The week before the meetings begin, the members who have been praying should knock on the doors of the people they have been praying for and visiting each month and give them a flyer (or perhaps a video if available) inviting them to the meetings.

PRAYER GROUP. Organizing people to pray in groups for others can make a difference in their lives and the lives of the people they are praying for. Women's prayer groups are especially effective in praying for the needs and the salvation of the people in the community.

For a prayer group, it is nice to have several books on prayer, or some portion of the Bible to read, but more important than merely reading books on how to pray is spending most of the time in prayer. Here are some ideas for a prayer group:

- Have a short preparatory Bible study on prayer
- Together, read short passages from books on prayer
- Make lists of things to pray for
- Have prayer partners. Call daily or weekly to pray for each other and for those in the community
- Remember to pray for others in the community. Avoid centering prayer around our own immediate concerns

AVOIDING BURNOUT

As you work under the pressure of an evangelistic program and its deadlines, it is important to keep balance in your life. Make sure that you have time for proper diet, exercise and time with your family. This is important because you will need to be in good health when facing the stress of an evangelistic series.

RESOURCES: Appendix B has a survey form to learn which church members are interested in helping with an evangelistic program. Modify the form to match the tasks needed.



WE ENLIST PEOPLE FROM
NEAR AND FAR TO PRAY FOR
OUR MEETINGS, ESPECIALLY
IF WE KNOW OF SOMEONE
THAT THE LORD HAS BLESSED
TO BE A PRAYER WARRIOR.
WE HAVE SEEN A DIFFERENCE
SINCE WE HAVE RECRUITED
OTHERS IN ALL PLACES
TO PRAY FOR US AND THE
MEETINGS.

CYNTHIA AND RUSSELL BURRILL



HANDOUT

CHAPTER 2. PREPARING THE CHURCH

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "Personal effort for others should be preceded by much _____; for it requires _____ to understand the science of saving souls. Before communicating with men, _____. At the throne of heavenly grace obtain a preparation for ministering to the people." *Christ's Object Lessons*, p. 149

2. Personal Preparation. Both the church and the individuals leading an evangelistic series need to be prepared personally. Certainly, the leaders will need to prepare themselves before they can expect to lead the church in reaching out and bringing others to Christ.

It is essential to make a radical commitment to Christ in order to reach the world for Him.

HOW DOES ONE PREPARE?

- Make sure that you have a strong relationship with Christ. Spend quality time with Him each day and especially on Sabbath.
- This includes time in prayer and Bible study. Study and pray with one purpose in mind—to know what God is really like, what His character is like.
- As you get to know Him better, you will want to become like Him. And He will answer your prayer that you become like Him.

We will never be successful in soul winning without the guidance and infilling of the Holy Spirit. Our greatest need is for the Spirit. He is the one who will fit us for this great work.

3. Preparatory Retreats and Prayer Groups. A variety of programs is available to help the church prepare for evangelistic meetings—to prepare spiritually, prepare to witness, and prepare to become involved. Give a brief description of each of the following.

1. Retreats _____
2. Prayer Conference/Retreat _____
3. Prayer and Fasting _____
4. Prayer Chain _____
5. Prayer Walks _____
6. Prayer Groups _____

4. If the planned evangelistic event is to be held by women for women in the community, it would be wonderful to have a women's retreat to prepare for revival among the women. Excellent guidelines for organizing a retreat are available at www.AdventSource.org and from the General Conference Women's Ministries Department, www.adventistwomensministries.org

5. Avoiding Burnout. As you work under the pressure of an evangelistic program and its deadlines, it is important to keep balance in your life. This is important because you will need to be in good health when facing the stress of an evangelistic series. Be sure you make time for

6. For meditation. As I consider the importance of sharing the Good News of salvation, what are some specific ways I can prepare to take part in evangelism?

CHAPTER 3

PREPARING THE COMMUNITY



THE LORD HAS A WORK FOR WOMEN AS WELL AS FOR MEN. THEY MAY TAKE THEIR PLACES IN HIS WORK AT THIS CRISIS, AND HE WILL WORK THROUGH THEM. IF THEY ARE IMBUED WITH A SENSE OF THEIR DUTY, AND LABOR UNDER THE INFLUENCE OF THE HOLY SPIRIT, THEY WILL HAVE JUST THE SELF-POSSESSION REQUIRED FOR THIS TIME. THE SAVIOUR WILL REFLECT UPON THESE SELF-SACRIFICING WOMEN THE LIGHT OF HIS COUNTENANCE, AND WILL GIVE THEM A POWER THAT EXCEEDS THAT OF MEN. THEY CAN DO IN FAMILIES A WORK THAT MEN CANNOT DO, A WORK THAT REACHES THE INNER LIFE. THEY CAN COME CLOSE TO THE HEARTS OF THOSE WHOM MEN CANNOT REACH. THEIR LABOR IS NEEDED.

REVIEW AND HERALD, AUG. 26, 1902.



ONE OF THE MOST IMPORTANT aspects of a successful evangelistic program is proper groundwork. No matter how well you conduct a campaign, it will not be successful if good preparation in the community has not been made first. In your community, church members must create an interest in the church and its programs. It is important to form personal friendships so people will want to attend. The Women's Ministries department can be involved in developing these contacts as well in conducting the evangelistic meetings themselves.

Not all Women's Ministries meetings have to be evangelistic meetings, but all meetings should have an evangelistic purpose. In other words, you can, and should, plan a wide variety of programs that appeal to various groups of women. But these meetings should have the dual function of meeting community needs and building friendships. Be warm and welcoming. Make friends. Then when you hold evangelistic meetings, you will be inviting friends. They will know women in the church. Because they are familiar with the church and its quality of programs, prejudice will have been broken down.

In Bible study groups or other informal meetings, allow women an opportunity to share and visit. Personal relationships are very important to most women. This is an ideal time for the women of the church to establish lasting friendships with women who are not church members. As soon as possible, pair a newly interested woman with a more mature Christian woman for mentoring and friendship. (See Titus 2:3-5).

In deciding on programs that will be of interest to former members and women in the community, think of the needs of women in your area. You may want to consider the list the General Conference Women's Ministries Department has identified as the six critical needs women face world wide. These concerns are illiteracy, health risks, poverty, abuse, work load, and lack of training/mentoring.

If you are in an area of the world where there is substantial illiteracy, beginning a literacy program, even in the church, can be an excellent outreach. You can use the Bible as one of the textbooks, which can lead to religious



discussions. If the people are not open to using the Bible, you can still build friendship and trust using other materials. In some areas of the world, second language instruction can accomplish the same thing.

You can also build interest with programs that help women understand their bodies—that teach them about health, breast cancer, reproduction, menopause, nutrition, cooking, exercise, and other health issues of particular concern to women. Again, such programs lead to religious questions and build friendships.

“NEVER TOO LATE TO LEARN” LITERACY PROGRAM

“Never Too Late to Learn” is a program developed by the Women’s Ministries (WM) Department in the Southern Asia Division (India). The first adult literacy program, “Never Too Late to Learn,” was organized in ten centers in the Northeastern part of India in 2001.

This literacy program enables the women to reach out to non-Adventists. The prayers offered on their behalf for wisdom, healing, abusive husbands, and wayward children; the kindness and patience of the facilitators holding their stiff fingers to form a letter of the alphabet; their door to door visitation, helping the absentees in their homes, touch the hearts of the learners. The church becomes a loving, caring, witnessing church.

Other programs addressing these challenge issues would include programs on abuse, financial management, stress control, time management, communication, and more. (General Conference Women’s Ministries leadership materials and handbooks give many ideas for such programs. www.adventistwomensministries.org)

SURVEY OF COMMUNITY NEEDS/DEMOGRAPHICS

An excellent way to decide which programs suit the needs of your community is to do surveys and research. Who lives in your community? What do they feel their needs are? What groups make up your community?

There are many things that are helpful to know before you began planning an evangelistic program of any kind. Some of it you will know if you have lived in the community for any length of time. Other things you will have to research. If you are new to the community, there are many things you need to learn in order to plan outreach events that will appeal to your community.

DEMOGRAPHICS. You can find out what the community is like (population, religious preferences, income, etc.) by learning the demographics of an area. Depending on where you live, you may be able to get demographic information from

- Census studies, or the Institute of Church Ministry at Andrews University¹
- Office of Community Development
- Local Department of Commerce
- Local city, university or college libraries
- AdventSource²

SURVEY COMMUNITY NEEDS. How do you find out the needs in your community?

- By mingling with people as Jesus mingled.
- By personal ministry in the homes.
- By asking the right question: “What do you need?”
- Through research.
- From interviews with civic leaders. Ask them what they see as significant needs in the community and what contribution a church organization might make.

¹ Berrien Springs, Michigan, USA 49104

² See Appendix C for information



When planning ways to reach the community, you may ask, “What do you think is the greatest need in our area?” Half of what they say will involve issues the church cannot do anything about, like high prices. Your objective is to get them talking about personal issues that the church can reach.

Rick Warren, Pastor, Saddleback Church in California



- By asking local community service agencies.
- By driving in the community noticing housing patterns, physical boundaries, traffic, etc.
- Check out local newspapers.
- Participate in the Welcome Wagon program.
- Community surveys (See Appendices D, E, F)
- Have church members profile or describe the needs of their extended family as well as family, friends, coworkers, or neighbors (but with no names given.)

After you collect enough information, analyze it and honestly consider the potential resources in your church and community. Then decide what programs and ministries you can realistically implement in the community and church.

COMMUNITY PROGRAMS AND MINISTRIES

There are many ways to meet the needs of the people in our community. The list would be as varied as the people in our community and the people available to lead seminars and programs. Some of the common outreach programs we may think of include:

Health seminars

- Cooking and nutrition schools
- Stress seminars
- Disease prevention
- Stop smoking programs
- Weight control
- Community sanitation
- Heart health
- AIDS prevention and caregiving
- Childhood diseases
- Women's health concerns such as breast cancer, osteoporosis, or reproductive health.

Other seminars could cover topics such as

- Aging
- Mental health
- Depression and suicide
- Grief recovery
- Divorce support
- Growing up in a family with alcoholism, abuse or other trauma
- Self-esteem

Family matter seminars

- Child abuse
- Step families
- Single parenting
- Marriage enrichment
- Pre-marriage classes
- Discipline
- Teen challenges

Self-help seminars

- Financial management
- How to pray
- Time management
- Communication
- Second language courses



IN MADRAS, THE SOUTH INDIA UNION, A FEW WOMEN HAVE SET A GOAL FOR THEMSELVES, TO ENTER EVERY HUT TO ASSESS LIVING CONDITIONS AND TO TEACH ABOUT CLEANLINESS AND PROPER DIET, SHARING GOD'S LOVE AND EVEN SUPPLYING SOME WITH BASIC FOOD ITEMS.

SOUTHERN ASIA DIVISION



Women's Ministries has established six sewing centers in Pakistan with the help of some additional funds from ADRA. In addition, they have been holding seminars on health, education, spiritual growth, poverty, etc.



Many other ministries might be developed to address community needs, depending on the trained personnel and resources available.³

- Aid to adult victims of child abuse
- Establishing alternative schools or private schools
- Child advocate services to represent hurting, abused, and abandoned children in the courts, in foster homes, etc.
- Coffee houses. Places for young people to enjoy a safe, friendly environment
- Computer Literacy. Teaching underprivileged youth basic computer skills
- Post-incarceration assistance
- Crisis hotlines
- Economic and community development, such as permanent housing programs, microfinance, etc.
- Employment ministries to offer encouragement and training
- Foster homes
- Health, medical, or dental clinics
- International student outreach
- Mediation ministry designed to mediate or arbitrate legal disputes or interpersonal conflict, particularly among Christians
- Peer groups and guidance for mothers of preschoolers
- Night ministry designed to provide emergency shelter and meet other needs of people who roam the streets in our large cities at night
- Ministry to prostitutes, offering safety, friendship and support

We need to be continually alert to the changes in our communities. We have to be creative, revising our programs to address important community needs.

GUIDING PRINCIPLES

- As we hold seminars and meet people's need, key principles will help us be more effective. First, since we are ambassadors for Christ, we must create within each event or ministry an atmosphere of loving concern for people. People are more important than programs or ministries.
- Second, to accomplish this, bathe the seminar or ministry in prayer. Pray that the Holy Spirit will use you and guide you. Pray for those you will minister to. And take every opportunity to pray with the participants. Schedule time also to pray individually and corporately with your associates. Recruit people in the church to pray for you, for those who will attend the seminars, and for your team of helpers. Keep the prayer support team informed about what is happening and the prayer needs.
- Build friendships all along the way. We must make friends with people long before they come into the church, and then continue those friendships, whether they join the church or not. We will have more people joining us and staying with us if we take the time to form lasting friendships.
- Be intentional in helping your members make friends. Train them ahead of time, and give them opportunities during the ministries and programs to develop friendships. Having support groups and small groups integrated into the seminars makes it easy to form strong friendships.



IN OUR LATEST COOKING SCHOOL, WE NOT ONLY HAD THE BEST LECTURERS AND DEMONSTRATORS WE COULD FIND, WE ALSO RECRUITED MEMBERS WITH PEOPLE SKILLS AND LOVE FOR OTHERS TO BE HOSTESSES AND HOSTS AT TABLES FOR EIGHT. WE TRAINED THEM AHEAD OF TIME IN ONE SHORT SESSION. SOME OF THEM ARE KEEPING UP THE FRIENDSHIPS AFTER JUST SIX COOKING SESSIONS. IT MADE A DIFFERENCE TO BE INTENTIONAL.

CYNTHIA AND RUSSELL BURRILL



³ Robert E. Logan and Larry Short. *Mobilizing Compassion*.

FOLLOW UP

It is vital that you intentionally follow up seminars and ministry with small groups, programs, events at your church, and other seminars and ministries. We would be more effective in evangelism if we made sure that all our ministries and programs were followed up in some way. At the end of each seminar, you can tell people about the next seminars and enroll them in the activities of interest to them.

RESOURCES: For more resources for seminars, programs, ministries, see Appendix C.

PLANNING A COMMUNITY PROGRAM

Planning a program that builds community interest is much like the evangelistic meetings themselves. It takes planning, thought, prayer, committees and commitment.

Here are the necessary planning activities

- Gather a planning committee
- Examine available information about the needs in the community
- Define a target group
- Develop an action plan:
 - What are the objectives and goals of the seminars/programs?
 - What steps need to be taken?
 - Develop timelines and a budget
- List the personnel needed for the project. Be sure to include
 - An audio-visual operator
 - Helpers for set up and tear down
 - Cleaning crew for before, during and after the event
- Recruit volunteers. Contact them personally.
- Set up the committees
- Recruit people to pray for every aspect of your ministry
- Set up a phone number to handle registrations and answer questions. Staff it with volunteers with good people skills
- Decide on meeting facilities
- Plan and implement advertising.
 - Saturate the area with all available and affordable types of media (Less advertizing is needed if you are well known in the community.)
- Arrange for audio visual equipment
- Develop and arrange for the production of handouts, etc.
- Arrange lodging for out-of-town participants
- Recruit skilled personal ministry specialists
- Registration table: staffed with organized, pleasant volunteers, and materials to distribute
- Refreshments can be provided
- Evaluate. This is essential

“

When I taught a parenting class, I used to tell the participants that they might need a higher power to help them really love their children. That is all I said. One parent came up to me during the break and told me she had trouble loving her child. After I had talked with her a while, I found out that she was a Christian who believed in God. It was easy then to tell her about God's love and how He would love her child through her.

Cynthia Burrill

”



- Plan for follow-up of some kind
 - Small group
 - Invitation by other participants and leader to other events
 - Visitation
 - Forming friendships
 - Names for mailings, magazine subscriptions, etc.
- Schedule a debriefing session

OBTAINING NAMES

One of the most valuable resources you can have for successful evangelism is names—names of people who can be invited, people who know something about the church, people who have attended programs in the past. Some of these names can be obtained before you begin a community project; others can be added as you present programs.

Sources of names before event begins:

- Names from church members
- Former members
- Media names, from Breath of Life, Hope Channel, Faith for Today, Voice of Prophecy, La Voz de la Esperanza, Voice of Hope, Adventist World Radio, It is Written, and other radio and television programs
- Pastor's Bible Class

Sources of names during meetings:

- Advertising survey cards
- Sermon request cards
- Attendance cards in the Bible
- Response cards
- Registration sheets

TIPS ON USING SURVEYS

Church members can fill out Appendix D to provide names of friends/family who may be interested in your outreach. The other two surveys (Appendices D, E) will help you find interests in the community.

Choose a survey suited to your plans. Adapt questions to suit your area. The Neighborhood Survey helps you systematically work through the territory around the church. The Community Religious Survey quickly identifies religious interests.

Please be cautious when using a religious survey. Be considerate. Try not to overwhelm them with too many questions. Be sensitive to any reluctance on the part of the participant. Use questions gently. If an answer is different than you expected, do not show shock or impatience. Never say, "That answer is wrong." Use their answer as an opportunity to explore ideas with them.

The women in one Michigan church held outreach seminars for their community. They were delighted at the excellent response. "We always had 75 to 80 non-Adventists attend our cooking schools, but we wanted something different," said the leader.

They formed a committee, planned an entire year of outreach seminars, and called it "Ladies Night Out." They covered such topics as:

- Instruction from an image consultant on how to purchase good looking clothing
- Instruction on home organization with Nancy Van Pelt
- A Vegetarian Tasting Extravaganza. 45 women attended; most were visitors
- A nurse practitioner spoke on women's health issues

What were the results of their year-long program?

- They have names of 75 women in the community on their mailing list for events being planned for the community
- Three women have begun personal Bible studies, and six have requested information on healthful living
- Several of the visitors attend the church on Sabbath and/or have attended an evangelistic series.

HANDOUT

CHAPTER 3. PREPARING THE COMMUNITY

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "The Lord has a work _____ . They may take their places in His work at this crisis, and He will work through them. If they are imbued with a sense of _____ , they will have just the self-possession required for this time. The Saviour will reflect upon these self-sacrificing women the light of His countenance, and will give them a power that exceeds that of men. They can do _____ a work that men cannot do, a work that _____ . They can come close to the hearts of those whom men cannot reach. Their labor is needed." *Review and Herald*, Aug. 26, 1902.

One of the most important aspects of a successful evangelistic program is proper groundwork. No matter how well you conduct a campaign, it will not be successful if good preparation in the community has not been made first.

2. Not all Women's Ministries meeting have to be evangelistic meetings, but all meetings should have an evangelistic purpose. In other words, you can, and should, plan a wide variety of programs that appeal to various groups of women. What 2 functions should these events meet?

1. _____ 2. _____

3. For effective community outreach events

- Be warm and welcoming.
- Make friends. Then when you hold evangelistic meetings, you will be inviting friends who know women in the church.
- Because they are familiar with the church and its quality of programs, prejudice will have been broken down.

4. Selecting a focus. In deciding on programs of interest to former members and women in the community, think of the needs of women in your area. You may want to consider the list the General Conference Women's Ministries Department has identified as the six critical needs women face worldwide. They are illiteracy, health risks, poverty, abuse, work load, and lack of training/mentoring.

What are some needs in your community that your church may be able to address?

5. Community research. To decide which programs suit the needs of your community, do surveys and research. Who lives in your community? What do they feel their needs are? What groups make up your community? You can find out what the community is like (population, religious preferences, income, etc.) by learning the demographics of an area. Possible sources of demographic information are:

- Census studies, or the Institute of Church Ministry at Andrews University
- Office of Community Development
- Local Department of Commerce
- Local city, university or college libraries
- AdventSource: www.adventsource.org



6. Community Programs and Ministries. There are many ways to meet the needs of the people in your community. As you plan, keep in mind the trained personnel and resources available. Here are three general categories of outreach programs. Name 1 or 2 topics for each of these headings that might be helpful in your community.

- Health Seminars _____
- Family Matters Seminars _____
- Self Help Seminars _____

7. Guiding principles for planning community outreach

- First, since we are ambassadors for Christ, we must create within each event or ministry an atmosphere of loving concern for people. People are more important than programs or ministries.
- Second, to accomplish this, bathe the seminar or ministry in prayer. Pray that the Holy Spirit will use you and guide you. Pray for those you will minister to.
- Recruit people in the church to pray for you, for those who will attend the seminars, and for your team of helpers.
- Build friendships all along the way.
- Be intentional in helping your members make friends.

8. Follow up. It is vital to always follow up seminars and ministry with small groups, programs, events at your church, and other seminars and ministries.

Why is it important to include the follow up in the planning for an evangelistic event?

9. Planning a Community Program. Planning a program that builds community interest is much like preparation for the evangelistic meetings themselves. Both take planning, thought, prayer, committees and commitment.

List some necessary planning activities.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

10. Obtaining Names. One of the most valuable resources you can have for successful evangelism is names—names of people who can be invited, people who know something about the church, people who have attended programs in the past.

List some ideas on how to obtain names in your community.

CHAPTER 4

ADVERTISING FOR SUCCESS



WE MUST TAKE EVERY JUSTIFIABLE MEANS OF BRINGING THE LIGHT OF TRUTH BEFORE THE PEOPLE. THE PRESS MUST BE UTILIZED, AND EVERY ADVERTISING MEDIUM EMPLOYED THAT WILL CALL ATTENTION TO OUR WORK. LET NOT THIS BE REGARDED AS UNESSENTIAL.

PAMPHLETS, 089 20.3



PURPOSE. Unless people know about your meetings, they will not come. This is true for church members as well as the general public. So the purpose of advertising is to reach the community to let them know what is happening. Keep praying that the Holy Spirit will impress those who read and hear the advertizing to come to the meetings. Advertising can work as a visual aid to those who invite their friends to the meeting. It can be a reminder, letting them know the place, time, and subject of the meeting that is coming up.

THE PURPOSE OF
ADVERTISING IS
TO REACH THE
COMMUNITY TO LET
THEM KNOW WHAT IS
HAPPENING.

TARGET AUDIENCE. The most important rule of good advertising is to know who it is you are trying to reach. Advertizing can't reach everyone, and you probably cannot afford to advertise to everyone. You have to target the audience you hope to attract to your meetings. If you try to reach everyone, you will probably reach no one.

Some of the most productive target groups for evangelistic meetings and seminar advertising are young adults interested in religion and prophecy. Decide whom you are most interested in reaching and who would most likely be interested. Target your advertising to this group.

Some successful evangelists have used advertising agencies. Most professionals know what they are doing and can give you expert advice. This can save time but may be rather expensive. But if you do not maximize your opportunities, that is a waste of money too.

ADVERTISING METHODS. The effectiveness of various types of advertising depends on the part of the world you live in, whether you are reaching people in large cities, small towns, or rural areas; whether you are trying to reach men or women, young or the old. In North America, generally the handbill/TV combination of advertising is the most effective.

It is also very effective to have church members bring a friend. And that costs almost nothing. Two other types of personal invitation that are successful are having church members write personal letters of invitation (and enclose a brochure) to friends and relatives. Church members can also make telephone calls to personal friends and acquaintances.



Church entities can also be used to contact people. Various radio and television programs and message magazines can send letters to interests. Usually there is a charge for this. You can also advertise in denominational papers, asking people to send names of friends, relatives, and former members living in the area of the meetings. This needs to be done far in advance.

You can use newspaper and radio, either with paid advertising, public announcements, or feature stories. In small towns and areas where there are only one or two stations, you can easily saturate the airwaves of the community. In most places, public announcements are free, but you will have to identify the church with these ads; this can be a problem in areas of great prejudice. Television is expensive and most effective when used in conjunction with mass advertising. You will probably need a minimum of thirty 30-second spots over a three-day period on all stations with a good mix between morning, afternoon, and prime time. Some companies will give you free spots if you originally buy some spots. When using television, don't forget cable TV spots.

Posters work best in small towns or local communities. Some other useful advertising forms are banners, billboards, fliers, taxi cab and bus panels, shoppers' news magazines, and door hangers. (See Appendix G, for an example of a door hanger.)

TO CONSIDER. You must decide what will work best for your target audience and what you can afford. Then saturate the community so the whole community knows what is going on. Advertise in as many ways and as many times as you can. Experts tell us that you have to tell someone five to seven times for a person to notice and remember.

Before you advertise, you must decide whether to feature the speaker/s or the subjects. Unless the evangelist is well known in the community or has some characteristic or ability that can attract people, it would be better to advertise by subject than by promoting the person.

There is a temptation to put too much on a handbill or poster. Should you list all the topics you plan to present? Some people may wait until the date of a subject that interests them—such as the “Mark of the Beast.” If they do this, they may not be prepared to receive that message without the basics. For this reason, list only the nights of the first week or two. Don't overwhelm your audience.

Some evangelists have tickets and reserved seating. This can help people respond immediately and make tentative commitments to come. If you do this, be sure to have sections of the best seats reserved for them. Plan on using about 50% of the seats that are actually reserved. And your advertising must tell how to get these tickets and seats. Volunteers will have to be trained and available to receive these reservations.

EFFECTIVE ADVERTISING. There are many characteristics of good advertising. Study advertising of other evangelists or products that appeal to your target audience. Here are some simple rules also to help you:

- Make your copy attractive and in good taste. More than one color and pictures add to the attractiveness of a brochure.
- The type or print must be legible and eye catching. Where you place the print is important too. People usually read from top to bottom, left to right. Keep what you want people to remember at the very beginning and at the very bottom right corner. This may differ in some cultures, such as those where people read from right to left.
- It is also important to have white space around the type and pictures. People may not read copy that is too crowded.
- Do not intentionally excite hostility or raise arguments by your advertising. This can cause prejudice against the message before people have a chance to hear it. Use good judgment.
- Stay clear of politics, and by all means do not belittle any minister, church, or religion.

- Never use vulgar or suggestive types of advertising.
- In some cultures, color and number have great meaning. Be aware of this when planning.
- Be above reproach and fair. Do not ask questions that the evangelist does not plan to answer. Do not advertize services that you do not plan to supply.
- Make sure that the picture of you and your team, if you use them in the advertising, is the best that can be made. You want to sell yourselves and create in the people a desire to come to the meetings. It is also important that the pictures are recent so that people will recognize you when they come to the meeting.
- Ask questions that will interest your target group.

It is said that “People are not so much drawn to what they will hear as to what they may miss.” So you will want to make them feel they will miss an important event if they do not attend.

Over-depending on advertising will bring disappointment. In North America, experts estimate that one person will come for every thousand brochures mailed. And advertising can only bring the person the first time. What *you* do, or do not do, determines whether visitors return.

BEST. For these reasons, the best way to insure a good crowd is to encourage your church members to bring their friends. Good sowing programs months in advance are necessary for good results.

A few final thoughts about advertising. One aspect that is quite controversial is whether or not you should identify the meetings as Adventist. It depends on the area, how much prejudice there is toward Adventists, and how well known Adventists are. Some feel it is deceptive not to identify the church. Others feel that there are many who may not attend because of prejudice. This needs to be decided prayerfully and in counsel with local leaders.

It is probably not necessary to advertise after the meetings have begun. Once you have a crowd, work on keeping it, encouraging people to bring their friends.

Should you use gifts and incentives? This method usually does not work well with the more affluent and educated. It would be well to carefully consider how it would be accepted in your area and culture. It can be used effectively with a children’s program.

There are a number of special features, however, that can help to build attendance. One is a special children’s program. This can be run like a vacation Bible school. In some areas, films and videos will attract people. They probably will not work where people have access to a lot of television and video already.

Choirs and special musical groups are always appreciated. Bring them in, especially on key nights such as when the Sabbath doctrine is presented. In some areas of the world people will attend faithfully if they can receive a Bible and other books. You can also give participants their choice of audio tapes on some of the key nights.¹

¹ Based on material from Russell Burrill. *Field Evangelism Syllabus*.



HANDOUT

CHAPTER 4. ADVERTISING FOR SUCCESS

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "We must take every justifiable means of bringing the light of truth before the people. The _____ must be utilized, and every _____ medium employed that will call attention to our work. Let not this be regarded as _____." {Pamphlets, 089 20.3}

2. Purpose. Unless people know about your meetings, they will not come. The purpose of advertising is to reach the community to let them know what is happening.

Do you agree with the statements below? Why or why not?

- The most important rule of good advertising is to know who it is you are trying to reach.

- You have to target the audience you hope to attract to your meetings. If you try to reach everyone, you will probably reach no one.

3. Effectiveness. The effectiveness of various types of advertising depends on the part of the world you live in, whether you are reaching people in large cities, small towns, or rural areas; whether you are trying to reach men or women, young or the old.

List some of the effective types of advertising you can use.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

4. Guidelines. Here are key characteristics of good advertising.

- Make your copy attractive and in good taste.
- The type or print must be legible and eye catching.
- Leave white space around the type and pictures. People may not read copy that is too crowded.
- Do not intentionally excite hostility or raise arguments by your advertising. This can cause prejudice against the message. Use good judgment.
- Stay clear of politics; do not belittle any minister, church, or religion.

- Never use vulgar or suggestive types of advertising.
- In some cultures, color and number have great meaning. Be aware of this when planning.
- Be above reproach and fair. Do not ask questions that the evangelist does not plan to answer. Do not advertize services that you do not plan to supply.
- Make sure pictures of you and your team, if used in advertising, are good quality and recent You want to sell yourselves and create in the people a desire to come to the meetings.

5. What advertising can't do. Over-depending on advertising will bring disappointment. And advertising can only bring the person the first time. What *you* do, or do not do, determines whether visitors return.

What are some things that will encourage visitors to return to the program or meetings?

6. Special features. Some features can help to build attendance. One is a special children's program. This can be run like a vacation Bible school. Choirs and special musical groups are always appreciated. Bring them in, especially on key nights such as when the Sabbath doctrine is presented. In some places, people will attend faithfully if they receive a Bible or other books.



CHAPTER 5

ONE TO ONE EVANGELISM



IN CHRISTLIKE SYMPATHY THE MINISTER SHOULD COME CLOSE TO MEN INDIVIDUALLY, AND SEEK TO AWAKEN THEIR INTEREST IN THE GREAT THINGS OF ETERNAL LIFE. THEIR HEARTS MAY BE AS HARD AS THE BEATEN HIGHWAY, AND APPARENTLY IT MAY BE A USELESS EFFORT TO PRESENT THE SAVIOUR TO THEM; BUT WHILE LOGIC MAY FAIL TO MOVE, AND ARGUMENT BE POWERLESS TO CONVINCe, THE LOVE OF CHRIST, REVEALED IN PERSONAL MINISTRY, MAY SOFTEN THE STONY HEART, SO THAT THE SEED OF TRUTH CAN TAKE ROOT.

GOSPEL WORKERS, P. 185. (1915)



ONE OF THE MOST SATISFYING spiritual ministries is that of giving personal Bible studies. It takes time and energy, but you will find it one of the most rewarding and challenging experiences of life.

In giving one-to-one Bible studies, remember that people don't care how much you know until they know how much you care!

The art of reaching the heart is a sacred privilege. Angels will attend you as you visit with those who are looking for a better life. By visiting with the people and praying with them, you will reach hearts and lead people to Christ.

It takes more than personal charisma, brilliant logic or clever articulation to be successful in sharing Bible truth. You must have genuine love for the Lord and the student.

Giving Bible studies is an important work. It is a sacred responsibility to love, nurture and encourage the student in your charge along the Christian pathway. Because of the joy you have found in following Jesus Christ, you want to share that joy and to make it a growing experience. In Colossians 1:28 we see the goal of those who minister for Christ. "It is He whom we proclaim, warning everyone and teaching everyone in all wisdom, so that we may present everyone mature in Christ" (NRSV).

As we pray for others, through the influence of the Holy Spirit, God grants us wisdom to reach them. But God respects human freedom. We may choose to serve Him or reject Him.



The gospel is to be presented, not as a lifeless theory, but as a living force to change the life. God desires that the receivers of His grace shall be witness to its power. . . He would have His servants bear testimony to the fact that through His grace men may possess Christlikeness of character, and may rejoice in the assurance of His great love. . . The wonderful love of Christ will melt and subdue hearts, when the mere reiteration of doctrines would accomplish nothing.

Desire of Ages, p. 826



The Word of God contains life-changing power. The same Holy Spirit which inspired the Bible will accompany you as you present its precious truths to others. And God has promised fruit for your labor, souls in the kingdom of God as a result of your ministry.

Every serious member of the church should learn the principles of giving Bible studies through the power of the Holy Spirit. Even if a person feels that God has not called him or her to give personal Bible studies, each has been called to witness in some way, and if we will learn the principles of studying the Bible with others, God can use us more effectively in whatever method of witnessing He has chosen for us.

“ THE LORD DESIRES THAT HIS WORD OF GRACE SHALL BE BROUGHT HOME TO EVERY SOUL. TO A GREAT DEGREE THIS MUST BE ACCOMPLISHED BY PERSONAL LABOR. THIS WAS CHRIST’S METHOD. HIS WORK WAS LARGELY MADE UP OF PERSONAL INTERVIEWS. HE HAD A FAITHFUL REGARD FOR THE ONE-SOUL AUDIENCE. THROUGH THAT ONE SOUL THE MESSAGE WAS OFTEN EXTENDED TO THOUSANDS. WE ARE NOT TO WAIT FOR SOULS TO COME TO US; WE MUST SEEK THEM OUT WHERE THEY ARE. ”

CHRIST’S OBJECT LESSONS, P. 229

How does a person find someone with whom to study the Bible? You may find a receptive relative, neighbor, contact in the community, someone in the workplace, or a friend who has been watching your life and seeing that you have peace and joy. It may be a matter of simply asking them if they would like to study the Bible with you.

Faithfully work and pray as though you were the only individual who will ever contact that person with the good news of Jesus’ love for him or her. God will help you. To you, as to the disciples of old, Jesus says, “Follow Me, and I will make you fishers of men” (Matthew 4:19).

EXAMPLES. This chapter will provide very helpful pointers as you prepare for one-to-one evangelism. You may also find inspiration in two excellent programs included in the appendices: “B = B; Bible = Baptism” (Appendices H, I), and “Plant a Seed” (Appendix J).

FOR EFFECTIVE BIBLE STUDY

Giving Bible studies is not as hard as most imagine, and one does not have to be a Bible scholar to be successful. The number one secret of effective Bible study is prayer. Pray before the Bible study, inviting the Holy Spirit to guide in the study. Pray as you give the study, constantly asking the Holy Spirit to give you the right and loving words.

Before you can teach others, it is also helpful to have some materials yourself. Helpful source materials for one-to-one Bible studies include a Bible, a Bible concordance and Bible guides. Study guides help to keep the Bible study focused and moving, holding the interest of the Bible student.

TIME. It is helpful to meet regularly so your student can look forward to your visit. Try to make the study time as clear as possible. Try to schedule the study for the same time, once each week. Don’t make the study long—no more than one hour. Most people can’t concentrate for longer than that. Minimize the amount of information given, allowing time for application. Don’t let the student feel he or she doesn’t have the time to study because it takes too much time.

It is important to arrive at the scheduled hour. Take a few minutes to get better acquainted with your student at each study hour and take time for prayer before introducing the subject of study.

2 BY 2. The two-by-two plan, as the Lord sent out disciples, is the best way to give Bible studies. (Luke 10:1) That way one can encourage the other, and you can counsel, pray, and search the Bible together. Not only will giving Bible studies two-by-two produce the best results, but if an emergency arises, causing one of the Bible instructors to miss a session, the study can still continue with the other instructor.

ONE TEACHER. Generally, just one of you should be the instructor at a particular Bible study. This will help to prevent the student from feeling overpowered. One can be sending up silent prayers as the other talks. One may have an answer the other overlooks. You can give courage to each other too. The principle Bible instructor should sit where she can face the student, and comfortably close enough to be heard and to have a friendly atmosphere.

As you take time to get acquainted, your student will become your friend. This will help your student to relax. The prayer time will help your student to realize the presence of God. Following the prayer, introduce the lesson, so that your student knows the purpose of the study. At the end, if possible, supply books for the student to read on the subject of your study.

Encourage a commitment at each Bible study. Help your student to have the assurance of salvation, based on faith in Christ and the promises of the Word of God. The commitment may be in the form of a prayer of response to the subject of study.

YOUR TESTIMONY. Share your personal testimony, briefly, by telling your experience before you met Christ, how you met Christ, and the joy you have found since you met Christ. Keep your personal testimony brief—from two to four minutes. Be prepared to tell humbly but courageously, “I am a Christian.” Use phrases such as: I needed help, I found it in Jesus. I found the Bible to be the voice of God to my soul.

If you or the student has always been a Christian, share how being an Adventist has added a special meaning and purpose to your life. Then share a favorite scripture.

SUPPORT AND PRAYER. Praise, support and acceptance are an important part of the study and fellowship. For improvement and growth, ask for feedback. Be open and truthful in your communication, and you will discover the joy and excitement of true friendship. Take time to listen. By listening, we hear the deeper cries for help and understanding. True listening communicates the message, “I accept you, and I value your opinion.”

Be aware that to present information in a forceful, argumentative manner is destructive. Let the information shared be combined with a life completely surrendered to Jesus Christ. Then add deep, earnest, intercessory prayer for the outpouring of the Holy Spirit. Help the student keep the love of and for our Savior strong. Help him or her to exercise it by prayer, study and sharing. Encourage participation in church life and sharing the good news with neighbors, friends and relatives.

Help the student to understand that all of us need the grace of Christ, so realize that those who worship with you are not perfect. You may see flaws and imperfections, but remember, Jesus said, “I came not to call the righteous, but sinners to repentance.” Bible study is designed to lead a person into a saving relationship with Christ and into church fellowship; the Holy Spirit will work with the individual in the process of sanctification.

ORGANIZATION OF A BIBLE STUDY

There are five principle parts to a Bible study:

- *Get acquainted time.* It is important for you to be a friend to your Bible student, so take a few minutes at the beginning of each study time to deepen your friendship.
- *Introduction of the lesson and prayer.* A short introduction of your topic will clarify the purpose of the study. Then begin with a sincere prayer, asking for the Holy Spirit’s guidance in your study of God’s Word.
- *Lesson study.* The question and answer approach, allowing the student to read the Bible text answer, will help to keep the interest of the student. It will also help to establish confidence in the Word of

Sample commitment when the lesson is on Daniel’s prophecies: *Is it your desire to know Jesus better through the study of the prophecies of the Book of Daniel?*

Sample commitment prayer: *Our Heavenly Father, we’re finding out that the book of Daniel is about Jesus. We would really like to know Jesus better, what He is really like. Will you lead us in that search? Thank you. Amen.*



God. Avoid disagreeing on a point of doctrine until you have had time to study it thoroughly from the Bible. It may be explained in a future lesson. It is important to remember that it is the work of the Holy Spirit to convince the student of his or her need of Christ and His teachings. Whatever subject is being presented, uplift Jesus as the center of all hope. Remember Ellen White's advice about the wonderful love of Christ reaching the heart "when the mere reiteration of doctrines would accomplish nothing" (*Desire of Ages*, p. 826).

- *Commitment and prayer.* Begin with the very first lesson to ask a commitment question at the conclusion of your study time. You may often give a brief personal testimony that will encourage your student in his or her commitment. Seal the commitment with prayer. Encourage your student to pray when s/he feels comfortable doing so.
- *Next appointment time and leaving.* It is best to leave after your prayer time without visiting except to confirm your next appointment time. At the appropriate time, you will want to invite your student to attend church or an evangelistic meeting with you.

THE INVITATION

When you are giving a Bible study and walking the student through the process of accepting Christ as Lord and Savior, it is helpful to share your experience, inviting her to join you. Here are examples of what you might say:

- ❑ *I'm sure you feel as I do that our spiritual life is most important, and to find real spiritual fulfillment and peace in these difficult days is top-priority.*

It's the privilege of the Christian to experience genuine assurance of eternal life and peace. I remember feeling, before I knew Christ as my personal Savior, that something was missing. I appreciate the friends who helped me to know what Christ really came to do for me and I've never been the same since. Since giving my life to Christ, I've found peace and great joy in telling others where they can find the assurance of eternal life with Christ.

- ❑ *Friend, have you come to the place in your spiritual life where, if your life should end today, you would know for certain that you have eternal life? The Bible says we can have that certainly. In 1 John 5:13 we read, 'These things were written...that you might know you have eternal life.' God wants you to have that assurance.*

- ❑ *Friend, do you want to receive this gift of eternal life that Christ was willing to leave heaven and die on the cross to give you?*

We can do this by talking to God in prayer. Would you like to repeat the words after me if this is the prayer of your heart?

Lord Jesus, I want you to come into my life right now. . . I'm sorry for my sins and ask you to forgive me. . . I realize I can't save myself. . . I can't be good enough to deserve eternal life. . . so I put my trust in you. . . And accept you as my personal Savior. . . I believe you died for me. . . and I receive you as Lord and Master of my life. . . I accept your gift of eternal life. . . and thank you for it. . . Amen.

Please read John 6:47 with me. "Most assuredly, I say to you, he who believes in Me has everlasting life."

Let's read also John 1:12, "But as many as received Him, to them He gave the right to become children of God, to those who believe in His name."

These are the promises of God. Welcome to the family of God!"

HANDOUT

CHAPTER 5. ONE TO ONE EVANGELISM

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "In Christlike _____ the minister should come close to [people] _____, and seek to awaken their interest in the great things of eternal life. Their hearts may be as hard as _____, and apparently it may be a useless effort to present the Saviour to them; but while logic may fail to move, and _____ be powerless to convince, _____, revealed in _____, may soften the stony heart, so that the seed of truth can take root."
Gospel Workers, p. 185. (1915)

2. Rewarding. One of the most satisfying spiritual ministries is giving personal Bible studies. It takes time and energy, but you will find it one of the most rewarding and challenging experiences of life. Giving Bible studies is an important work. It is a sacred responsibility to love, nurture and encourage the student in your charge along the Christian pathway. Because of the joy you have found in following Jesus Christ, you want to share that joy and to make it a growing experience.

What are some ways you may find someone with whom to study the Bible?

Faithfully work and pray as though you were the only individual who will ever contact that person with the good news of Jesus' love for him or her. God will help you. To you, as to the disciples of old, Jesus says, "Follow Me, and I will make you fishers of men" (Matthew 4:19).

3. Effective Bible Study. Giving Bible studies is not as hard as most imagine, and one does not have to be a Bible scholar to be successful. Here are some guidelines for success.

- The number one secret of effective Bible study is prayer. Pray before the Bible study, inviting the Holy Spirit to guide in the study. Pray as you give the study, constantly asking the Holy Spirit to give you the right and loving words.
- Before you can teach others, it is also helpful to have some materials yourself, including a Bible, a Bible concordance and Bible guides.
- Meet regularly so your student can look forward to your visit. Try to schedule the study for the same time, once each week. Don't make the study long—no more than one hour.
- The two-by-two plan, as the Lord sent out disciples, is the best way to give Bible studies. One can encourage the other, and you can counsel, pray, and search the Bible together.
- Generally, just one of you should be the instructor at each Bible study to prevent the student from feeling overpowered.
- Take time to get acquainted; become friends. This will help your student to relax.
- Encourage a commitment at each Bible study. Help your student to have the assurance of salvation, based on faith in Christ and the promises of the Word of God.
- Share your personal testimony briefly by telling your experience before you met Christ, how you met Christ, and the joy you have found since you met Christ.
- Praise, support and acceptance are an important part of the study and fellowship.



- Presenting information in a forceful, argumentative manner is destructive. Let the information shared be combined with a life completely surrendered to Jesus Christ.
- Help the student understand that none of us, whether church member or not, are perfect.

4. Organization of a Bible Study. List five principle parts of a Bible study.

1. _____
2. _____
3. _____
4. _____
5. _____

5. Sharing your experience. When giving a Bible study and walking the student through the process of accepting Christ, it is helpful to share your experience, inviting her to join you. Here is an example of what you might say: I'm sure you feel as I do that our spiritual life is most important, and to find real spiritual fulfillment and peace in these difficult days is top-priority. It's the privilege of the Christian to experience genuine assurance of eternal life and peace. I remember feeling, before I knew Christ as my personal Savior, that something was missing. I appreciate the friends who helped me to know what Christ really came to do for me and I've never been the same since. Since giving my life to Christ, I've found peace and great joy in telling others where they can find the assurance of eternal life with Christ.

6. List at least five people that you can offer a Bible Study. Pray about these names.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

"The Lord desires that His Word of grace shall be brought home to every soul. To a great degree this must be accomplished by personal labor. This was Christ's method. His work was largely made up of personal interviews. He had a faithful regard for the one-soul audience. Through that one soul the message was often extended to thousands. We are not to wait for souls to come to us; we must seek them out where they are."
Christ's Object Lessons, p. 229

CHAPTER 6

FRIENDSHIP EVANGELISM: FRIEND TO FRIEND



CHRIST'S METHOD ALONE WILL GIVE TRUE SUCCESS IN REACHING THE PEOPLE. THE SAVIOR MINGLED WITH MEN AS ONE WHO DESIRED THEIR GOOD. HE SHOWED HIS SYMPATHY FOR THEM, MINISTERED TO THEIR NEEDS, AND WON THEIR CONFIDENCE. THEN HE BADE THEM, 'FOLLOW ME'.

MINISTRY OF HEALING, P. 143.



THE BIBLICAL METHOD OF EVANGELISM is the faithful proclamation of the truth of Scripture in conjunction with the living testimony of those who have been changed by that truth. When Jesus went about teaching the gospel message of salvation, He taught love and forgiveness; He exemplified kindness and compassion. But He went to sinners in order to convict them of their sins; He did not sit in the synagogue waiting for the people to come to Him. The very first word Jesus said when He began His ministry was Repent! As Matthew says, "From that time on Jesus began to preach, 'Repent, for the kingdom of heaven is near.'" (Matthew 4:17). We are to bring that same message to the world, speaking the truth in love from a heart changed by the Savior, showing compassion and making friends for Jesus.

Christ's example is the basis for an evangelistic outreach called of Friendship Evangelism. It begins with our personal strength in Christ and His strength in us. It begins with our having a deep and viable relationship with the living God. If your life is full and rich, it's just natural to tell others about what fills your life with joy. So start by deepening and enjoying your relationship with God. Then you will have something deep and wonderful to share.

It's important for us to remember that evangelism means more than just leading someone to receive Christ as their Savior. The "good news" of Christianity involves more than just beginning one's walk with Christ. It includes "finishing" with Christ. Receiving Christ is only the first step. It's an important step, but it's only the start. In Friendship Evangelism, we can help nurture friends during a long and ever richer walk with Christ.

Friendship Evangelism means caring for people. The best evangelism takes place in a context of mutual trust and respect. It takes place between friends. As Christians, how do we build bonds of friendship?

1. As Christians we need to care about the people we hope to reach.
2. As Christians we need to accept the people we hope to reach.
3. As Christians we need to love the people we hope to reach.
4. As Christians we need to establish meaningful relationships with the people we hope to reach.
5. As Christians we need to stay close to the people we reach.
6. As Christians we need to help the people we reach get through the tough times.



Why did people in His day love Jesus so much? Because He loved them so much! How do we learn to love God? By daily discovering His love for us and by sharing it. We fasten our hearts on this verse: "For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life." (John 3:16)

The most effective evangelism comes when we really love and care about others. You practice Friendship Evangelism when you demonstrate your love for others. Show them; don't just tell them.

I may ask myself, how do I do that? How do I reach out to others? There are many ways. Here are some ideas:

- Think about them. Pray for them. Ask God to provide openings for you to show His love for them.
- Talk with them. Listen to them. Be their friend. Show you care. Spend quality time with them. Concentrate on what's important to them.
- Go out of your way to do good things for them. Be the best friend they have ever had. Let God's love pour through you to them.
- Share God's truths with them. Keep in mind that we are God's "ambassadors, as though God were making his appeal through us." An ambassador speaks on behalf of the leader of his nation and makes an appeal to the one in opposition. Unsaved people are just like what we were once—enemies, objects of wrath, dead in transgressions and sins. But God loves them and wants to save them. God makes His appeal to them through us. We are "conduits of grace." This means we need to know what the Bible teaches. To be good ambassadors, we must be prepared, with a good understanding of the Word of God so that we can share it with others.
- Show them the way to Christ.
 1. Share with them how you received Christ as your Savior.
 2. Show them how they can do it.
 3. Once they receive Christ, stay close to them, like you would a newborn baby. A new Christian needs lots of guidance. Continue to be their friend. Remember what it was like when you were a new believer. Do for them the good things someone did for you, or perhaps what you wish someone had done for you.
 4. Help them become grounded in God's Word.
 5. Show them the kind of life God has for His children. Demonstrate it. Explain it.
 6. Tell them about their new enemy, Satan. Help them understand what he will try to do to them and how he'll do it.
 7. Pray for them day and night. Never give up.

One important ingredient of friendship is respect. We may have opportunities to make friends with a person whose culture or religious background differs from our own. It is vital to respect the culture and religion of another person. Paul reminds us in 1 Corinthians 9:19-23 that we are to be "all things to all men." Here are some helpful tips:

1. Take the time to research the person's culture or religious beliefs in order to understand their background.
2. Be careful not to offend by the way you dress, an inappropriate action, or things you may say. It may be necessary at times to modify your way of dress so that nothing will interfere with your communication with the person.
3. Find out what common ground there may be between your beliefs and those of the person.
4. Be humble. Be willing to learn from them as well as to teach what you know.
5. Find common ground between you and your new friend. Do you both like to hike, garden, read, or swim? Begin with what you have in common.

Being a friend is something we can all do. Friendship Evangelism is something we can all do. You and I can make a difference in many lives during our lifetimes. If every believer would be a friend to someone and gently lead them to a friendship with Jesus Christ, what a world we would see!

HANDOUT

CHAPTER 6. FRIENDSHIP EVANGELISM: FRIEND TO FRIEND

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "Christ's method alone will give _____ in reaching the people. The Saviour _____ with men as one who desired their good. He showed _____ for them, ministered to _____, and won _____. Then He bade them, '_____.'" *The Ministry of Healing*, p. 143.

- The biblical method of evangelism is the faithful proclamation of the truth of Scripture in conjunction with the living testimony of those who have been changed by that truth.
- When Jesus went about teaching the gospel message of salvation, He taught love and forgiveness; He exemplified kindness and compassion. But He went to sinners in order to convict them of their sins; He did not sit in the synagogue waiting for the people to come to Him.
- The very first word Jesus said when He began His ministry was Repent! As Matthew says, "From that time on Jesus began to preach, 'Repent, for the kingdom of heaven is near.'" (Matthew 4:17). We are to bring that same message to the world, speaking the truth in love from a heart changed by the Savior, showing compassion and making friends for Jesus.

It's important for us to remember that evangelism means more than just leading someone to receive Christ as their Savior. The "good news" of Christianity involves more than just beginning one's walk with Christ. It includes "finishing" with Christ. Receiving Christ is only the first step. It's an important step, but it's only the start. In Friendship Evangelism, we can help nurture friends during a long and ever richer walk with Christ.

FRIENDSHIP EVANGELISM MEANS CARING FOR PEOPLE.

The best evangelism takes place in a context of mutual trust and respect. It takes place between friends.

As Christians, how do we build bonds of friendship?

1. As Christians we need _____ the people we hope to reach.
2. As Christians we need _____ we hope to reach.
3. As Christians we need _____ we hope to reach.
4. As Christians we need to _____ with the people we hope to reach.
5. As Christians we need _____ the people we reach.
6. As Christians we _____ we reach get through the tough times.

I may ask myself, how do I do that? How do I reach out to others? There are many ways. Here are some ideas:

- Think about them. Pray for them. Ask God to provide openings for you to show His love for them.
- Talk with them. Listen to them. Be their friend. Show you care. Spend quality time with them. Concentrate on what's important to them.
- Go out of your way to do good things for them. Be the best friend they have ever had. Let God's love pour through you to them.



- Share God's truths with them. Keep in mind that we are God's "ambassadors, as though God were making his appeal through us." An ambassador speaks on behalf of the leader of his nation and makes an appeal to the one in opposition. Unsaved people are just like what we were once—enemies, objects of wrath, dead in transgressions and sins. But God loves them and wants to save them. God makes His appeal to them through us. We are "conduits of grace." This means we need to know what the Bible teaches. To be good ambassadors, we must be prepared, with a good understanding of the Word of God so that we can share it with others.
- Show them the way to Christ.
 1. Share with them how you received Christ as your Savior.
 2. Show them how they can do it.
 3. Once they receive Christ, stay close to them, like you would a newborn baby. A new Christian needs lots of guidance. Continue to be their friend. Remember what it was like when you were a new believer. Do for them the good things someone did for you, or perhaps what you wish someone had done for you.
 4. Help them become grounded in God's Word.
 5. Show them the kind of life God has for His children. Demonstrate it. Explain it.
 6. Tell them about their new enemy, Satan. Help them understand what he will try to do to them and how he'll do it.
 7. Pray for them day and night. Never give up.

One important ingredient of friendship is respect. We may have opportunities to make friends with a person whose culture or religious background differs from our own. It is vital to respect the culture and religion of another person. Paul reminds us in 1 Corinthians 9:19-23 that we are to be "all things to all men." Here are some helpful tips:

1. _____
2. _____
3. _____
4. _____
5. _____

Being a friend is something we can all do. Friendship Evangelism is something we can all do. You and I can make a difference in many lives during our lifetimes. If every believer would be a friend to someone and gently lead them to a friendship with Jesus Christ, what a world we would see!

CHAPTER 7

SMALL GROUP EVANGELISM



IF THERE IS A LARGE NUMBER IN THE CHURCH, LET THE MEMBERS BE FORMED INTO SMALL COMPANIES, TO WORK NOT ONLY FOR THE CHURCH MEMBERS, BUT FOR UNBELIEVERS. IF IN ONE PLACE THERE ARE ONLY TWO OR THREE WHO KNOW THE TRUTH, LET THEM FORM THEMSELVES INTO A BAND OF WORKERS.

TESTIMONIES, VOL. 7, P. 22.



The formation of small companies as a basis of Christian effort is a plan that has been shown to me by One Who cannot err.

Evangelism, p. 115.



STUDYING THE BIBLE TOGETHER in a small group is a wonderful way to build friendships and to grow together spiritually. One of the most successful types of Bible studies is the small group. It offers several advantages. People are often less intimidated by small groups and more willing to share, and the group can meet in a convenient, close-to-home location. Being part of a group provides an atmosphere of warmth and nurture. This type of study also allows the group to advance at its own pace. Best of all, the friendships create natural partnerships for continued discipling.

Before you first invite people to a group Bible study, begin praying that God will attract the group members He wants and that He will enable you to lead and encourage the group.

One of the goals of small group Bible study is to create an atmosphere of love and acceptance which stimulates discoveries and freedom to speak about the Bible without fear of embarrassment or criticism. This will foster positive Christian fellowship.

It is best to invite potential group members personally. Be specific about the details of the study by telling them what you are planning to do, when you plan to meet and how many weeks the course of study will require. One way to start a group Bible study in your neighborhood is to invite several people to your home for refreshments. At that time tell them of your interest in starting a small group Bible study and invite them to join you. A good group size is six, but a smaller group can be effective (Matthew 18:20).

When planning for a small group study, it is essential to include five areas:

1. Sharing. Getting acquainted
2. Bible study. Learning about God's Word
3. Prayer. Asking for God's assistance
4. Social time. Meeting outside the group
5. Service. Doing something for someone else



To be successful, keep to the time schedule. Agree on the length of each session. At the beginning of the study, take time to get acquainted. You might ask each one to briefly share his or her spiritual journey. Ask God, by His Spirit, to guide the study time. Mention that the purpose of Bible study is not only to become acquainted with Biblical principles, but more essential, to become intimate friends with a *Person*, Jesus Christ.

The goal of the small study group is to encourage learning the teachings of Jesus and the joy in following the Master Teacher. Introduce the day's subject with a get-acquainted-type question at the beginning of each study. Give a clear, simple statement of purpose when you introduce each study or activity. Take time to get acquainted, share prayer concerns, and show interest in the students. Reserve time for prayer for the concerns and needs of the group.

Small group Bible study can be a time to learn how to pray together and how to bear the burdens of others. Encourage spontaneous prayer response participation at the close of the study or at any time during the study that would be helpful.

The meeting environment is important. Encourage a friendly atmosphere, in a place with good lighting and ventilation, a place that is not too warm or cold. If possible, meet in a circle for good eye contact. Avoid distractions such as pets, television or radios. Arrange babysitting if needed.

Appoint a group facilitator, but encourage others in the group to provide suggestions. Cultivate a kind and encouraging attitude without the spirit of competition or criticism. The focus is not on the facilitator, but on the Bible. Allow the Holy Spirit to make application according to each member's needs. The facilitator should try to stimulate discussion with questions of varying difficulty so that all can participate. Also select an assistant facilitator so an emergency will cause no interruption.

- Be sensitive. Try to avoid embarrassing situations. Allow quiet members of the group to observe until they feel comfortable to share in the group. But help the dominant or critical person to be considerate. Ask a person directly about his or her personal application only when it would benefit the group and you are sure s/he is comfortable sharing.
- Insist on confidentiality. Because of prayer time and scripture application, group members may reveal personal information. It is essential to maintain confidentiality in the group. Remind the group of this each time.
- A study outline will give direction to the study and hold the group's interest. When reading the Word of God, ask questions such as these. (Then allow the group to respond.)
 - *What does it say about God?*
 - *What does it say about me?*
 - *How does it ask me to respond?*
 - *What did it say to the people to whom it was written?*
 - *How can it be applied to our lives?*
 - *What did you learn? observe? discover?*
 - *What impressed you?*

If you have a women's study group, ask, *How does this passage apply especially to women?*

- Affirm. Give sincere compliments as group members share what they have learned. Approval and recognition stimulate participation. To involve others in the group, or if someone has given a wrong answer, you might ask, *What did others of you find?* or *What did someone else discover?* or *What do the rest of you think?*
- Focus. If the discussion wanders from the topic, you could say, *What we've been discussing is interesting. Perhaps we could discuss this more at another time.* Then present a thought-provoking question that draws the group back to the study topic.
- Encourage good listening. Be patient. Give members time to think. Avoid tension or conflict by pointing members to the Word of God as the final authority, instead of tradition or illogical reasoning.

- Don't hesitate to say, *I don't know*. Be willing to find the answer, or have the group find information on the subject.
- When possible use visual aids to add clarity.
- Encourage a response at the close, asking questions such as, *What did you find helpful in our study time? Or Did you learn anything new in our study time?* Thank them for sharing their thoughts.
- After the Bible study, a time of prayer might include praise, petition and thanksgiving. Encourage all to pray, responding to the study topic or needs of the group. Prayers can be brief and spontaneous. Assure the group that silence is a time for experiencing God's presence. Conversational prayer is a gentle way to involve those unused to praying in public.
- As the number of people in the group grows, make plans for starting another group.



HANDOUT

CHAPTER 7. SMALL GROUP EVANGELISM

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "The formation of _____ as a basis of Christian effort is a plan that has been shown to me by One Who cannot err." *Evangelism*, p. 115

2. "If there is a large number in the church, let the members be formed into _____, to work not only for the church members, but for unbelievers. If in one place there are only two or three who know the truth, let them _____ into a band of workers." *Testimonies*, vol. 7, p. 22.

3. Studying the Bible together in a small group is a wonderful way to build friendships and to grow together spiritually. List five more benefits from small group Bible study.

1. _____
2. _____
3. _____
4. _____
5. _____

4. One way to start a group Bible study in your neighborhood is to invite several people to your home for refreshments. At that time tell them of your interest in starting a small group Bible study and invite them to join you. Five or six is a good group size but it can vary.

5. Briefly describe the purpose of these parts to include when planning a small group study.

1. Sharing _____
2. Bible study _____
3. Prayer _____
4. Social time _____
5. Service _____

6. Guidelines for effective small group Bible study.

- Introduce the day's subject with a get-acquainted-type question. Give a clear, simple statement of purpose when you introduce each study or activity.
- Take time to get acquainted, share prayer concerns, and show interest in the students. Pray for the concerns and needs of the group.
- Encourage spontaneous prayer response participation at the close of the study or at any time during the study that would be helpful.
- The meeting environment is important. Encourage a friendly atmosphere, in a place with good lighting and ventilation, a place that is not too warm or cold.

- Appoint a group facilitator, but encourage others in the group to provide suggestions.
- Be sensitive. Try to avoid embarrassing situations.
- Insist on confidentiality.
- A study outline will give direction to the study and hold the group's interest.
- Affirm. Give sincere compliments as folks share what they have learned.
- Focus. If the discussion wanders, bring it back to the topic.
- Encourage good listening. Be patient. Give members time to think. Don't hesitate to say, *I don't know*. Be willing to find the answer, or have the group find information on the subject.
- Encourage a response at the close, asking questions such as, *What did you find helpful in our study time?*
- After the Bible study, prayer time might include praise, petition and thanksgiving. Encourage all to pray, responding to the study topic or needs of the group.
- As the number of people in the group grows, make plans for starting another group.

"There is a great work to be done yet, and every effort possible must be made to reveal Christ as the sin-pardoning Savior, Christ as the sin-bearer, Christ as the bright and morning star, and the Lord will give us favor before the world until our work is done." *Evangelism*, p. 65



CHAPTER 8

SEMINAR STYLE EVANGELISM



EVERY CHURCH SHOULD BE A TRAINING SCHOOL FOR CHRISTIAN WORKERS. ITS MEMBERS SHOULD BE TAUGHT HOW TO GIVE BIBLE READINGS, HOW TO CONDUCT AND TEACH SABBATH SCHOOL CLASSES, HOW BEST TO HELP THE POOR AND TO CARE FOR THE SICK, HOW TO WORK FOR THE UNCONVERTED. THERE SHOULD BE SCHOOLS OF HEALTH, COOKING SCHOOLS, AND CLASSES IN VARIOUS LINES OF CHRISTIAN HELP WORK. THERE SHOULD NOT ONLY BE TEACHING, BUT ACTUAL WORK UNDER EXPERIENCED INSTRUCTORS. LET THE TEACHERS LEAD THE WAY IN WORKING AMONG THE PEOPLE AND OTHERS, UNITING WITH THEM, WILL LEARN FROM THEIR EXAMPLE. ONE EXAMPLE IS WORTH MORE THAN MANY PRECEPTS.

MINISTRY OF HEALING, PP. 148, 149.



SEMINAR STYLE EVANGELISM is more formal than one-on-one Bible studies or small study groups, but not as formal as a full scale evangelistic meeting. The seminar style invites more dialogue and participation than is common in an evangelistic meeting. Women do well in leading and organizing seminars. A seminar can be held for a small group or a group large enough to fill a church or auditorium. It is style, not size, that identifies a seminar.

Most seminars can be held in a large room or auditorium; people unacquainted with Seventh-day Adventists sometimes feel more comfortable in an auditorium. The seminar can also be adapted for a small, in-home group. Women tend to shine in this setting.

If the seminar meets in a hall, you will need to transfer to the church at some time. If you transfer at least one week before you present the Sabbath doctrine, you may avoid the misapprehension that you transferred just to present the Adventist doctrine.

HOW DO YOU PREPARE FOR A SEMINAR?

Much of the preparation for seminar evangelism will be the same as for a large evangelistic meeting. One difference is that the presenter will be a lecturer or teacher rather than an evangelist or preacher. As mentioned, women often excel in this type of evangelism. Many have already been trained as teachers, and others are gifted as lecturers.



Seminar material is generally available, ready for use, although some may have to be translated. You may also need to adapt the material and illustrations to your culture and area.

Other modification may also be needed. For instance, it is ideal to give a Bible to each person who comes, but in some places the cost would be prohibitive. In that case you would need some other way to teach the Bible, perhaps by writing out texts on a blackboard, projecting them with overhead transparencies, or sharing key verses on handouts. Evangelism can be successful even if all one has are a Bible and picture roll.

It is important for women to work together in evangelism. We can encourage each other and share ideas. We can pray together for guests and also for each other, keeping our team accountable to God. When women work together for a good purpose, through God's guidance they can accomplish more than they imagined.

Seminar evangelism is enhanced when dedicated women from the church come with the primary purpose of making friends with those attending. It is even better if they bring their own friends, family, and neighbors each night. It is proven that people are more apt to join a church if they have friends there, and friendships are vital to retain new members.

Helpers with various talents are needed for a successful seminar. You will need lay persons with good social skills as greeters, others with detail skills to manage accounts and a book table; others to set up and take down chairs and equipment; and an audio-visual technician.

KEYS TO SUCCESS

There are four keys vital to the success of any evangelistic endeavor, but especially important when conducting seminars.

- Prayer partners praying for the success of every meeting, even during the meeting.
- Bible focus. People need to hear you say over and over that you interpret the Bible (for example, Daniel) "by what the Bible says;" that you let the Bible explain itself. We don't go by human teachings, we don't blindly follow a preacher, we don't look at current events to learn how to interpret the Scriptures. "We let the Bible explain the Bible."¹
- Make very clear to your seminar audience *that your purpose is to uplift Jesus Christ*. Talk of Jesus; let folk know you love Jesus, that you have a personal relationship with Him, and that you want them to enjoy a personal relationship with Jesus. This cannot be overemphasized.²
- Explain that we study last-day events, not just to understand the last days, but also to be prepared for the last days. Let them know you're more concerned about their preparation for the day of the Lord than with the exact order of events to take place.³

THE EVANGELISTIC TEAM AT WORK

It is not wise to try to do an evangelistic seminar by yourself. Others need the experience and the blessing. Not everyone's spiritual gifts are the same. Various talents and personalities are needed in a successful program. Knowing what needs to be done will help you in finding individuals who can help make the program a success. Another reason to involve many people is so they will develop friendships with those who attend.

¹ Russell Burrill. *Prophecy Seminar*. Teacher's Helps. p. 3.

² *Ibid.*, p. 4.

³ *Ibid.*

POINTERS FOR TEAM MEMBERS

Help team members understand that whether they are asked to help with registration, with setting up the seminar, or with special music, those jobs are secondary. Their first priority is to build relationships with visitors. Each team member may select two or three people the first night to be their special people, without neglecting to be friendly with everyone.

As you get to know the visitors, sit with them in the seminar, learn their names and call them when they miss a night—not to scold them for not coming, but to show an interest in them, to show that you really care.

When you are talking with visitors, don't share future subjects. Wait until they have studied a topic in their lessons and heard it at the seminar before you discuss their questions. Or you may refer them to an instructor.

Sympathize with guests when they struggle with truths new to them. A listening ear will help. Arguing or condemning only hurts. If you know of problems, share this with the instructor.

Above all, you are there to be a friend. If the instructor has to leave unexpectedly, visitors will feel they have friends they know well.

When visitors first come on Sabbath, invite them home to dinner if possible. Let them see how you keep a joyful Sabbath.

GUIDELINES FOR SEMINAR LEADERS

The following guidelines for leading an evangelistic seminar were written by someone who joined the church through a Revelation seminar, and subsequently lead Revelation seminars. You will find that leadership for small groups, seminars, and even evangelistic meetings, grows out of the fruit—the new members—of your evangelistic work. It will take training to develop these men, women and youth into leaders, but it is well worth it.

- Use the overhead projector and screen each evening, or similar visual aids, such as a computer, video projector, large TV, blackboard, or chart. If needed, arrange for your partner to operate the equipment for you during the presentation.
- Two days before your seminar begins, call the people registered and confirm their reservation. Make sure they know where the seminar will be held and how to get there.
- On opening night and for the first few nights, put a welcome poster in the front yard and if needed another one on the main street to direct people to the house, or at the main door of the hall and by your meeting room. Directional arrows are helpful.
- Make clear to your attendees the first night that the seminar materials are free. The only obligation is that they finish the class. If something comes up that makes it impossible to finish, the materials should be returned. (For the sake of good will, you may not require them to return the materials when you come to the last seminar lessons.)
- Make certain the hall will be opened for you at least one hour before your meeting begins the first night. (If you are meeting in a home, be ready for guests at least one half hour before starting time.) Check the hall ahead of time to know whether there will be sufficient tables and chairs available. Also ask if they will be set up for you. Ask if you are to leave the hall the way you found it.
- If you have a small seminar group, or if you are meeting in a home, sit around a table or in a circle in the living room. Before people arrive for the meeting, have your tables arranged and seats in place. At each place put the *first two lessons, survey sheet, pen, ruler, binder, Bible and two handbills*. If in a home, have lessons arranged in sets to give to people as they register, or place them on the chairs.



- On subsequent nights, place on the table only the *next night's lesson*. After that, have *past lessons* and a few *Bibles* always available for new registrants. Have a helper in charge of new registrants.
- Call the assigned helpers from your church to make certain you have enough help for your expected crowd. For opening night, you should plan on two helpers for every 10 to 15 visitors expected. Meet with your helpers ahead of time and go over their duties. Give each one written as well as oral instructions, explaining expectations for each job. Remind your helpers that their main reason for being there is to make friends with the new people.
- Have one helper make out name tags as the people come in. These should be collected each night as people leave and passed out the next evening.
- After the meeting each evening, collect quiz sheets and offering envelopes left at the tables. The money should be carefully counted, recorded and turned over to the treasurer as soon as possible. Attendance, quiz scores, and responses should also be carefully recorded.
- Keep accurate and up-to-date records. After each visit, record pertinent information on the back of the card.
- After a few nights, you can begin a book table, with another helper to run it. If you promote each little book up front as you add it to the table, most people will buy it. Here are a few helpful reminders:
 - Have a cash box to use for the literature table.
 - Keep the book money separate from the offering money.
 - No books are sold or promoted Friday after sundown or Saturday before sundown.
- The first few nights, encourage people to bring friends. Tell them registration will be kept open for these first few nights.
- Remember that the people are to do the lessons ahead of time so you can just go over them during the session.
- If you plan to follow up with an evangelistic series and not finish the lessons in class, be sure to make clear on opening night and regularly thereafter that this is a prelude to a more detailed presentation to come later.
- Visitation is the key to success. As friendships develop and people have an opportunity to share, you will be able to more fully share the gospel. (For a more detailed description of visitation, see Chapter 12. "Visitation and Getting Decisions.")

HANDOUT

CHAPTER 8. SEMINAR STYLE EVANGELISM

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "Every _____ should be a training school for Christian workers. Its members should be taught how to give _____, how to conduct and teach Sabbath school classes, how best to help the poor and to care for the _____, how to work for the unconverted. There should be schools of health, cooking schools, and _____ in various lines of Christian help work. There should not only be teaching, but actual work under _____ instructors. Let the teachers lead the way in working among the people, and others, uniting with them, will learn from their example. One _____ is worth more than many precepts." *Ministry of Healing*, pp. 148, 149.

2. Seminar style evangelism is more formal than one-on-one Bible studies or small study groups, but not as formal as a full scale evangelistic meeting. The seminar style invites more dialogue and participation than is common in an evangelistic meeting. Much of the preparation for seminar evangelism will be the same as for a large evangelistic meeting. One difference is that the presenter will be a lecturer or teacher rather than an evangelist or preacher.

3. Keys to Success. There are four keys to the success of any evangelistic endeavor, but especially important when conducting seminars. They are:

- _____ praying for the success of every meeting, even during the meeting.
- _____. People need to hear you say over and over that you interpret the Bible "by what the Bible says;" that you let the Bible explain itself.
- _____. Talk of Jesus; let folk know you love Jesus, that you have a personal relationship with Him, and that you want them to enjoy a personal relationship with Jesus.
- _____. Let them know you're more concerned about their preparation for the day of the Lord than with the exact order of events to take place.

4. Create a team. It is not wise to try to do an evangelistic seminar by yourself. Others need the experience and the blessing. Not everyone's spiritual gifts are the same. Various talents and personalities are needed in a successful program.

5. Pointers for Team Members

- Help team members understand that whether they are asked to help with registration, with setting up the seminar, or with special music, those jobs are secondary to making friends with the visitors who attend.
- As you get to know the visitors, sit with them in the seminar, learn their names and call them when they miss a night—not to scold them for not coming, but to show an interest in them, to show that you really care.
- When you are talking with visitors, don't share future subjects.



- Sympathize with guests when they struggle with truths new to them.
- Above all, you are there to be a friend. If the instructor has to leave unexpectedly, visitors will feel they have friends they know well.
- When visitors first come on Sabbath, invite them home to dinner if possible. Let them see how you keep a joyful Sabbath.

6. Seminar Leaders' Instruction Sheet: List at least ten important instructions for planning and leading an evangelistic seminar:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

7. Application. What was the most important concept you learned from this chapter? How it will help you as a leader?

CHAPTER 9

EVANGELISTIC MEETINGS I: PLANNING AND PREPARATION



FROM CHRIST'S METHODS OF LABOR WE MAY LEARN MANY VALUABLE LESSONS. HE DID NOT FOLLOW MERELY ONE METHOD; IN VARIOUS WAYS HE SOUGHT TO GAIN THE ATTENTION OF THE MULTITUDE, AND HAVING SUCCEEDED IN THIS, HE PROCLAIMED TO THEM THE TRUTHS OF THE GOSPEL. HIS CHIEF WORK LAY IN MINISTERING TO THE POOR, THE NEEDY, AND THE IGNORANT. IN SIMPLICITY HE OPENED BEFORE THEM THE BLESSINGS THEY MIGHT RECEIVE, AND THUS HE AROUSED THEIR SOUL'S HUNGER FOR THE TRUTH, THE BREAD OF LIFE.

REVIEW AND HERALD, DEC. 24, 1914.



NO DOUBT SOME OF YOU may be thinking, "Yes, I can be involved in evangelism by holding Bible studies, leading out in small groups, or conducting a seminar. But now you suggest that I be involved in holding public evangelistic meetings? Maybe even as the speaker? Me? A woman?"

Why not? There are so many who don't know of salvation and Christ's soon coming. Generally it is expected that men will be the evangelists. But consider the enormous work to be done in reaching millions for Christ. Shall women and youth not lend their talents to this urgent task? And consider the whole audience of women who cannot be reached by men—women who will not, or are not allowed to, listen to men. Or those people whose hearts would be touched by a woman's style. Think of the increasing number of people of all ages and genders who are proclaiming the gospel. Let's ask ourselves, who can prevent our following if the Lord leads us to proclaim the gospel?

From our early church history, we will take just two examples of women involved in evangelism. The founder of Women's Ministries for the Seventh-day Adventist church, Sarepta Myrenda Irish Henry, was a national evangelist for the Women's Christian Temperance Union and continued in evangelism after she joined the Adventist church. Hundreds accepted Christ through her preaching. Ellen White, at the age of 82, made a tour of some eastern cities of the United States and held evangelistic meetings with good results. Other women in evangelism could be mentioned.

Women's participation in evangelism, the great work of sharing the gospel, need not stop in our generation. Even now, many women in our worldwide church are publicly proclaiming the gospel message.

Public evangelism is an important part of our mission as a church. Many first heard our message through public meetings. It is an excellent way to reach a large number of people at one time. Public evangelism can bring the Good News to thousands in a large auditorium or to just a few people in a small church.





In all the highways of life there are souls to be saved. The blind are groping in darkness. Give them the light, and God will bless you as His laborers.

Evangelism, p. 553



WHOM ARE WE TRYING TO REACH?

We are given divine guidance concerning our need to reach the masses in the world around us.

Because we are to reach all people, we need to devise varied approaches to reach different groups, generations, and classes of people.

WHO IS REACHED BY PUBLIC EVANGELISM?

Approaches vary as audiences vary. Seminar evangelism can reach people who prefer a teaching or lecture style rather than a preaching style. Small groups reach those seeking relationships and bonding. Many unchurched cannot be reached at first with public evangelism. We need to find other ways to reach them before they will be interested in a public meeting. But it is people who already have an interest in spiritual things who can be reached with public evangelism.

One key to effective evangelism is knowing whom you are trying to reach with public meetings. This will help as you plan numerous aspects of the event as well as the before and after activities.

THE EVANGELISTS

The Speaker. One of the most important decisions in planning a series of public meetings is the choice of the principle speaker. This woman must:

- Be totally committed to God, keeping Christ central and uppermost in her presentations.
- Be absolutely committed and loyal to the church, its mission and its doctrines, and willing to work in harmony with the rest of the church.
- Have a passion for reaching lost people.
- Have the ability to lead others to Christ.
- Be able to speak effectively to large crowds or small groups.
- Be a “people-person” who can relate warmly to others.
- Be able to delegate responsibility.
- Be humble, able to follow the guidance of God and listen to counsel from those who can help mentor her.
- Have other gifts that will enhance her evangelism, such as flexibility, leadership, administration, mercy, and hospitality.

The Team. Because no one person could have all of these gifts, the evangelist will need on her team people with the gifts that she lacks. Workers with varied talents are needed to make a public evangelistic series a success. Some of the talents needed include:

- Good relational skills to build friendships with those invited to the meetings, friendships that will grow during and after the meetings.
- Willingness to visit with people and study the Bible with them; members trained in visitation, Bible study, and obtaining decisions.
- Ability to manage the book and tape tables.
- Warm, friendly personalities to greet people each night.
- Energy and willingness to make certain that everything is spotlessly clean.
- Helpfulness to manage the parking lot, especially with large crowds or limited parking space. You may also need to provide information on public transportation.



THE GOSPEL INVITATION IS TO BE GIVEN TO THE RICH AND THE POOR, THE HIGH AND THE LOW, AND WE MUST DEVISE MEANS FOR CARRYING THE TRUTH INTO NEW PLACES, AND TO ALL CLASSES OF PEOPLE.
EVANGELISM, P. 552



- Technical expertise with visual aids, public address systems, and lighting.
- Artistic talent and time to make signs, make and put up posters, give out handbills, etc.
- Helpers to usher, collect the offering, put out chairs, open and close windows, manage the heat and cooling systems, etc.
- Dedication as Prayer Partners. This support can include people unable to attend the meetings.

WORKING WITH THE PASTOR

If you plan to hold meetings in a church other than your own, develop a good working relationship with the pastor. The pastor should be involved in the planning and organization of the meeting from the beginning to insure success. The pastor is the key person in the follow-up of the meetings. If the pastor is not interested in doing follow up or training members in follow up, many new members may drop out. Sit down with the pastor and decide how he or she is going to be involved in the meetings; have all planning decisions confirmed in writing. Later on send notes to confirm with each what was agreed.

You will especially need the pastor's help in contacting key people who will help organize the committees to run the meeting. The pastor should also be a visible part of the meetings so that visitors and pastor can get acquainted.

DATE AND TIME

Your decision as to when the meetings will be held can also affect your ultimate success. When deciding the date of the meetings, keep the following in mind:

- Upcoming holidays. This will differ from country to country.
- The major employment in the community. Are there seasonal variations?
- Major happenings such as sporting events, national holidays, or civic events.
- The weather. Will rain, snow or extreme heat limit attendance?

Though there may be no perfect date, consider all factors to make a good choice.

TIME OF DAY: we may forget that evangelistic meetings can be held at any time of the day. Seize the opportunity to share Christ whenever people are free to listen. And don't forget those who work at odd hours. Sometimes you can schedule meetings for them. Evangelistic seminars have been held at noon in large cities and found a good response.

MEETING PLACE

Just as you think about your target audience in planning the time and place for meetings, you must consider them when choosing the location. Factors include expense, convenience and how the target audience may feel about the appropriateness of the meeting place.

There is an advantage to using an Adventist church in places where there is not a lot of prejudice against Seventh-day Adventists because people will become familiar with your church.

It is better to hold a meeting in a local church than to hold a citywide campaign in a central location. Generally, when multiple churches decide to conduct a citywide campaign, no one group "owns" or supports the meeting.

Halls are useful as neutral ground when trying to reach people prejudiced against Adventism. Halls also work where there is no church building or you are trying to start a new work. Another factor is accessibility. Will it be accessible to the handicapped? Can people on crutches or in wheelchairs get to your meeting easily? ¹

¹ *Field Evangelism Syllabus*. Russell Burrill, p. 79



Many types of halls may be considered, for example,

school auditoriums, cafeterias, or classrooms	YWCA or WMCA halls
club auditoriums	Masonic temples
hotel or motel ballrooms or meeting rooms	theaters
tents	civic centers
empty store buildings	other churches

If you have a large hall but small attendance, how can you make the hall look full? Spread chairs out, move the platform forward, and have wide aisles. Make a large reception area at the back with tables for books and Bibles.²

DÉCOR: It often takes more work to make a hall attractive than it would a church. It is important that the hall be neat and clean, with flowers, decorations, and backdrops. Also check heating and cooling.

LIGHTING: Regardless of the venue, lighting is important, so appoint someone to be in charge of the lights. Floodlight the platform, and highlight the speaker, making the auditorium bright, especially if you are having the people read their Bibles. If you have a parking lot, remember to keep it well lighted.

If you want to use a computer generated presentation and project it on a screen, it may be a difficult challenge. But you can have the house lights on if you are using a video projector with over 600 ansi lumens. You will need to use one with over 1,000 ansi lumens if you decide to video the meeting and use spotlights in the process. This will give enough light for the people to read their Bibles and watch the projection at the same time.

Sound is of vital importance. Make certain it is loud enough so people with hearing problems can hear. Check the sound system a few days ahead of time. Make sure sound levels are maintained throughout the auditorium. The sound will be different when the auditorium is full of people. Practice with your participants so they know how to speak into a microphone. Work with your sound people so they know all requirements, especially for singing groups, dramas, and during pictures presentations, etc.

BUDGETING AND FINANCES

It is important to understand planning the budget and handling the finances of an evangelistic series. To be successful, evangelism will call for financial expenditures, either small or large, so it is vital to make and stay within one's budget. Key pointers include: keeping a separate checking account for the evangelism program, paying all bills by check, and keeping careful records. For detailed information and pointers, see Appendix K, "Financial Guidelines and Recordkeeping." A sample budget form is found in Appendix L.

MEETING AND GREETING

Your guests will form opinions of you and your church before the speaker ever says a word. If things are not well planned, some may not return even though they agreed with every word of the sermon. Psychologists tell us that most of us form an opinion of someone in the first four minutes. Our evangelistic guests will do the same. Therefore we need to take as much care planning and training those who meet, greet, and deal with the guests as we do with the program itself.

Ushers and greeters can be trained in one session before the meetings begin. They will need written and oral specific directions as to how to perform their duties. If you would like to help them sharpen their skills and understanding, material is available that you could use for a short session.

² *Ibid*, p. 79.

It is very important that all of those assigned to meet and greet arrive well before the first guests are expected. Station one person outside the main door (weather permitting), greeting people and opening the doors. If it is raining, have someone with umbrellas to offer people as they get out of vehicles. She could also hand out announcement sheets. (See section in this chapter on "Program Format.")

You also need people just inside each entrance. Their main job is to be friendly and warm. They can hand out sermon outlines, if used, and also direct guests to the registration materials, coat racks, restrooms, or children's meetings.

At the end of the meeting you will need people at the doors to the sanctuary with baskets to collect response cards. They can also hand out lessons for the next night. You may display leftover sermon outlines and lessons to be picked up on subsequent evenings.

REGISTRATION: Registration provides names and information as to what meetings each guest attends. There should be three to five people passing out registration materials the first three nights, depending on meeting size. After the first few nights, two people a night will be sufficient. After the first week, registration packets can be passed out in the meeting by having new people raise their hands during the announcement period.

It is important that those working with registration are able to maintain a friendly, warm atmosphere even when rushed. Registration helpers can also pass out outlines, lessons, registration sheets, attendance cards, and whatever else is distributed during the evangelistic meetings. These supplies can often be paper clipped together.

BOOK TABLE: If you give out free books, or have books for sale, you will need a book table. Sale books can be available every night except during the Sabbath hours. It must be covered during that time. One person should be able to operate the book table. You may want to offer inexpensive books that deal with the topics as they are covered, and some of the more familiar Spirit of Prophecy books.

Ushers: Ushers are an important part of the evangelistic team. As the auditorium fills up, someone will need to usher people to seats or put up extra chairs if needed. If Bibles are distributed to the seats before the program, the ushers will need to give Bibles to those sitting on the extra chairs. Ushers will be in charge of taking up the offerings or recruiting people to take it up. In a large meeting, it is faster to use buckets for each row.

If you have a sign which can be updated with the sermon titles, ushers or greeters should change it during the sermon with the title for the next meeting.

Assign someone to take a head count of all people present. Count everyone including children, adults, and all helpers. Keep the numbers for children's and adult meetings separate.

After the meeting all registration sheets and all sermon response cards should be given to the pastor and evangelist. Be sure helpers tidy up the auditorium to see that all is ready for the next meeting.

PLANNING THE MUSIC

The music committee arranges for the song service. Make the selection of the music a matter of prayer. Encourage nightly practice for the lead singers.

Special music, well chosen, can touch hearts reached in no other way. Not only should music be carefully chosen, but the words should be sung clearly, with feeling and love. Musicians should emphasize the message of the music rather than show off their musical talent.

The committee could also invite excellent choral and instrumental groups to present a short concert on special nights. Encourage those giving special music to stay for the entire program.

Recruit the best available keyboard or instrumental accompanists. This affects the quality of the special music and song service. If possible, use the same accompanist most nights to provide continuity.



PROGRAM FORMAT

This suggested program format does well in a large, busy city where the people want a fast moving, short program. In planning a program, cultural differences and expectations must be taken into account, but it is always important to have the program well planned and well paced. Each participant should be well coached, have a printed program, and keep to the schedule.

- Song service. Keep it fast moving and vibrant to open hearts
- Prayer
- Short Welcome
- Testimony. A short five minute interview can be a real blessing. Interview someone who has struggled with the topic of the previous evening or some other relevant topic, and encourage them to share how they found victory and peace in Jesus Christ. Possible topics might be:
 - How do I feel about Jesus?
 - How do I feel about the Sabbath? (after the Sabbath doctrine is presented)
 - How do I feel about the Adventist church? (when presenting decision sermons)
 - How I was blessed by paying tithe.
 - What God's word means to me.
- Announcements. Keep announcements to a minimum. Most people do not enjoy meetings with lengthy preliminaries. Move quickly to the sermon. Even though you shorten the announcements, enthusiastically emphasize upcoming meetings and relevant activities. To shorten announcement time, provide everyone with a weekly announcement sheet. (Where people enjoy longer preliminaries, you need not worry about time.)
- Handshake. Depending on the audience and the culture, it is nice to invite all to shake hands with those sitting near them. Visitors will begin to feel they are part of the church.
- Offering. You may want to take up an offering at every meeting or just once a week. Provide music during the offering.
- Special music. Coordinate special music, by a soloist or group, with the sermon topic.
- Sermon. The sermon always includes an appeal and usually a prayer by the evangelist before or after the appeal.
- Appeal song. Again, this should be coordinated with the appeal.
- Dismissal. Include a reminder of the next meeting or any special feature.
- Baptismal (or "More Information") Class. Begin this class once there are membership appeals. It is a short review session immediate after each evening meeting, taught by the pastor, for no more than fifteen minutes as it is important that people not be kept too late.

ADDITIONAL POSSIBILITIES

If you need more attractions to build an audience, or are working with an audience which needs basic health and family education, some of these elements could be added to the program:

- A health talk or demonstration. Bring a well-qualified speaker. Make sure the information is accurate, up-to-date, and of a positive nature.

- A family life talk. Invite someone who understands family issues and who has successfully raised a family so she can share some of her problems and the ways God helped her family.
- Testimony. You may include a longer testimony time, with a different person sharing her testimony each night. Remind speakers they are talking to secular people unfamiliar with the Adventist Church, its vocabulary, and its customs.
- Health clinics. These and other community service projects could be done during the day, with perhaps a health screening before the evening service.
- Counselors. If the speaker is trained as a counselor, she may be able to visit with and counsel those who attend the meetings. Many decide to follow Christ as they work on healing the wounds in their families.

As you plan the programs for your evangelist meetings, pray often that you may know how best to reach your target audience. Also keep the available resources in mind. What are your team and your church equipped to do well? Work in harmony, and plan thoroughly, that God may bless every part of the planning, each team member, and every visitor.



HANDOUT

CHAPTER 9. EVANGELISTIC MEETINGS I: PLANNING AND PREPARATION

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "From Christ's methods of labor we may learn many valuable lessons. He did not follow merely one method; in various ways He sought to gain _____, and having succeeded in this, He proclaimed to them the truths of the gospel. His chief work lay in ministering to the _____, the _____, and the _____. In _____ He opened before them the blessings they might receive, and thus he aroused their soul's hunger for the truth, the bread of life." *Review and Herald*, Dec. 24, 1914.

2. Tell briefly how the following two women from our early church history were involved in evangelism.

- Serepta Henry _____
- Ellen White _____

Let's remember that women's participation in evangelism, the great work of sharing the gospel, need not stop in our generation. Even now, many women in our worldwide church are publicly proclaiming the gospel message.

3. Whom we are trying to reach?

Because we are to reach all people, we need to devise varied approaches to reach different groups, generations, and classes of people. "The gospel invitation is to be given to the rich and the poor, the high and the low, and we must devise means for carrying truth into new places, and to all classes of people." *Evangelism*, p. 552

4. The Evangelists. The evangelistic team will include a main speaker and a large team of helpers with a variety of talents.

A. Speaker. The main speaker needs to have these characteristics:

- Be totally committed to God, keeping Christ central and uppermost in her presentations.
- Be absolutely committed and loyal to the church, its mission and its doctrines, and willing to work in harmony with the rest of the church.
- Have a passion for reaching lost people.
- Have the ability to lead others to Christ.
- Be able to speak effectively to large crowds or small groups.

B. The Team. Because no one person could have all the necessary gifts, the evangelist needs people on her team with the gifts she lacks in order to make public evangelism a success.

Some of the talents needed include:

- Good relational skills to build friendships with those invited to the meetings.
- Willingness to visit with people and study the Bible with them; members trained in visitation, Bible study, and obtaining decisions.

- Ability to manage the book and tape tables.
- Warm, friendly personalities to greet people each night.
- Energy and willingness to make certain that everything is spotlessly clean.
- Helpfulness to manage the parking lot..
- Technical expertise with visual aids, public address systems, and lighting.
- Artistic talent and time to make signs, make and put up posters, give out handbills, etc.
- Helpers to usher, collect the offering, put out chairs, manage the heating/cooling, etc.
- Dedication as Prayer Partners. Include people unable to attend the meetings.

5. Working with the pastor. It is always vital to work closely with your pastor. If you plan to hold meetings in a church other than your own, develop a good working relationship with that pastor. The pastor should be involved in the planning and organization of the meeting from the beginning to insure success. The pastor is the key person in the follow-up of the meetings.

6. Selecting date and time. Deciding when the meetings will be held can affect success. When setting the dates for the meetings, keep the following in mind:

- Upcoming holidays. This will differ from country to country.
- The major employment in the community. Are there seasonal variations?
- Major happenings such as sporting events, national holidays, or civic events.
- The weather. Will rain, snow or extreme heat limit attendance?

7. Choosing the location. When choosing a location, consider your target audience. Factors include expense, convenience and how the target audience may feel about the appropriateness of the place. Many types of halls may be considered.

List 5 places in your area that might be suitable for meetings.

1. _____
2. _____
3. _____
4. _____
5. _____

8. Budgeting and Finances. It is important to understand planning the budget and handling the finances of an evangelistic series. It is vital to make and stay within one's budget. Key pointers include: keeping a separate checking account for the evangelism program, paying all bills by check, and keeping careful records.

9. Meeting and Greeting. Most of us form an opinion of someone quickly. Our evangelistic guests will do the same. Therefore we need to take much care choosing and training those who meet and greet guests.

List 4 groups on the team who may benefit from training in meeting and greeting effectively.

1. _____
2. _____
3. _____
4. _____



10. Planning the Music. Special music, well chosen, can touch hearts reached in no other way. Not only should music be carefully chosen, but the words should be sung clearly, with feeling and love. Musicians should emphasize the message of the music rather than their musical talent.

11. Program format. Here is a suggested order of service for the program.

- Song service. Keep it fast moving and vibrant to open hearts
- Prayer
- Short Welcome
- Testimony. A short, well-planned five minute interview can be a real blessing
- Announcements. Keep announcements to a minimum.
- Handshake. Depending on audience and culture, it is nice to invite everyone to shake hands with those near them.
- Offering. You may want to take up an offering at every meeting or just once a week. Provide music during the offering.
- Special music. Coordinate special music with the sermon topic.
- Sermon. Always include an appeal and usually a prayer by the evangelist.
- Appeal song, coordinated with the appeal.
- Dismissal. Include a reminder of the next meeting or any special feature.
- Baptismal (or "More Information") Class. Begin this class once there are membership appeals. It is a short fifteen minute review session immediate after each evening meeting, taught by the pastor.

12. Additional program possibilities. If you need more attractions to build an audience, or are working with an audience which needs basic health and family education, consider some of these elements:

- A health talk by a well-qualified speaker. Be sure information is accurate and current.
- A family life talk by someone who understands family issues and has successfully raised a family.
- Testimony. You may include a longer testimony time, with a different person each night. Remind speakers they are talking to people unfamiliar with the Adventist Church, its vocabulary, and its customs.
- Health clinics. These and other community service projects could be done during the day, with perhaps a health screening before the evening service.

As you plan the programs for your evangelist meetings, pray often that you may know how best to reach your target audience. Also keep your available resources in mind. What are your team and your church equipped to do well? Work in harmony, and plan thoroughly, that God may bless every part of the planning, each team member, and every visitor.

CHAPTER 10

EVANGELISTIC MEETINGS II: TRAINING AND COMMITTEES



ONE WORKER WHO HAS BEEN TRAINED AND EDUCATED FOR THE WORK, WHO IS CONTROLLED BY THE SPIRIT OF CHRIST, WILL ACCOMPLISH FAR MORE THAN TEN LABORERS WHO GO OUT DEFICIENT IN KNOWLEDGE, AND WEAK IN THE FAITH. ONE WHO WORKS IN HARMONY WITH THE COUNSEL OF GOD, AND IN UNITY WITH THE BRETHREN, WILL BE MORE EFFICIENT TO DO GOOD, THAN TEN WILL BE WHO DO NOT REALIZE THE NECESSITY OF DEPENDING UPON GOD, AND OF ACTING IN HARMONY WITH THE GENERAL PLAN OF THE WORK.

REVIEW AND HERALD, MAY 29, 1888.



TRAINING CHURCH WORKERS

Almost all those involved in the meetings can benefit from training, the experienced mentoring the novices. You can train the church during Sabbath School, church, or prayer meeting, whenever you have a majority membership turnout. Don't merely show the videos, but actually provide opportunities and motivation to implement what is being taught.

Prayer times are important in training others and in working with them. Pray once a week with all the lay workers, including the parking lot attendants and nursery workers. Give each staff member a copy of the names of interests who are under conviction so they too can pray for them corporately and individually. Each week update everyone about the visitation.

Surprisingly, one of the most important things you can do to improve your own ministry and to help train others is to do a careful evaluation at the end of any type of public meeting or program. The team should make a list of goals and objectives at the beginning of the evangelistic effort, small group, or even one-to-one Bible study. Periodically during the duration of the ministry, evaluate the progress to see how far you have come in fulfilling these goals and objectives. Do a full evaluation at the end.

The evaluation form (see Appendix M) is quite detailed, but it will help you find out how well things went if everyone is honest and serious about filling it out. Some items may not be relevant to an evangelism event. Adapt the form to suit. The final three questions could be used separately for an evaluation in almost any situation.

Check with your local ABC and sources such as AdventSource to find other good resources that are helpful in conducting seminars to prepare the laity in witnessing to the community and in friendship evangelism leading up to an evangelistic campaign. Materials should also be available from the conference Personal Ministries Department.



ORGANIZING COMMITTEES

There are two reasons for having committees to help plan and conduct a series of evangelistic meetings. First, it gets more people involved. Second, they will then feel ownership of the meetings and will more likely attend and bring friends and neighbors. They are not only helping with the meetings but learning so that they can also lead out in meetings of their own someday. After you have decided the general outline of your meetings, you can assign committees depending on your local needs. Some important committees include:

STEERING COMMITTEE

This committee consists of the heads of all the committees. They coordinate activities so everything happens on schedule before and during the meetings. They should meet periodically and each subcommittee should report on what is happening in its area. If there are problems in any area, this committee assists the subcommittee in taking care of the problem. It will also be responsible to find or substitute committee chairpersons if necessary.

PRAYER COMMITTEE

This committee will intentionally organize prayer initiatives and ministries in the church before, during, and after the meetings. (Refer also to the section on “Preparatory Retreats and Prayer Groups” in Chapter 2.) Know that this is the most important assignment for the meetings. More is accomplished by prayer than by anything else.

Find ways to increase prayer for the meetings. The Prayer Committee’s duties can include:

- Launching a Prayer Warriors program. In God’s army, Prayer Warriors are the “shock troops.” While it is true that all Christians pray, Prayer Warriors possess special skills. They have learned the power of prayer and they put on the armor of God to pray for all those who do not know Jesus.¹
- Be responsible for a ten-minute meeting of Prayers Warriors for prayer every Sabbath following the church service, and meet with the Prayer Warriors for one hour of conversational prayer each month.
- Organize and direct a prayer walking program before the meetings. (See the section on Prayer Walks under the heading of “Preparatory Retreats and Prayer Groups” in this manual.)
- Be responsible for advertising prayer events and inviting members to a prayer and consecration service before the evangelistic series starts.
- Arrange for a room or area in or near the church to be designated as a prayer room during the meetings. Advertise that this area will be open for any member who wishes to pray for the meetings while they are in progress.
- Recruit members to pray during the meeting. Tell them the needs, and the names of those who need to be prayed for, as well as the victories.

CHILDREN’S PROGRAM COMMITTEE

This committee is responsible for putting on a special program for children ages four through ten each evening.

- Childcare helpers should be very responsible and friendly to parents. Many people judge a church based on the quality of its child care.
- This committee will recruit personnel for each part of the program. Each should be adequately screened so that none has a record of child abuse. This can be checked with the local police department. Keep a record that you have done this.

¹ Ron Halvorsen, *Prayer Warriors*. Hart Research Center, Fallbrook, California, 1995.

- The committee will have to decide:
 - How many children they expect. In most western cultures, you can estimate five to seven children for every one hundred people expected to attend.
 - What materials they will want to use
 - Crafts that they may want the children to make
- The children's program consists of music, crafts, stories and a lesson which can correspond to the nightly adult meetings.
- Depending on the culture and facilities, baby sitting should be provided for children under four.
 - Have several sturdy, safe toys for the small children.
 - Have a few extra diapers on hand.
 - You may need to provide a safe place for the infants to sleep.

DECORATION COMMITTEE

This committee will be responsible for all decorations in the auditorium and other rooms that will be used, including the bathrooms. The committee should be composed of people who have artistic talents and abilities. If they use live plants, that same committee should be responsible for the care and watering of the plants.

FOOD COMMITTEE

The food committee will be responsible for feeding the workers for the meeting if that is decided ahead of time, and for organizing Sabbath potlucks or Sabbath meals the weeks after the Sabbath doctrine is presented. Plenty of extra food will be needed on those weeks. Be sure to involve people who are experienced in organizing food service.

DISCIPLING COMMITTEE

This committee will plan for the follow-up with the new members after the evangelistic series. It is just as important to disciple the new members and help them become solid, witnessing Adventist members as it is to baptize them. (See Chapter 14, "Discipling New Members.")

GREETING AND USHERS COMMITTEE

This committee oversees, recruits, and trains people in greeting and ushering for the meetings. If someone fails to show up, committee members must step in and cover their assignment. (See "Meeting and Greeting" in chapter 9 for details.)

LODGING COMMITTEE

This committee arranges lodging for the lay and paid workers involved in an evangelistic meeting if they come from a distance.

MUSIC COMMITTEE

Music can greatly enhance an evangelistic meeting. This committee will be responsible for all the music used during the meetings. (See "Planning the Music," in chap.9 of this manual.)

PUBLIC ADDRESS/SOUND COMMITTEE

This committee will be in charge of the sound system for the meetings. Because sound quality is very important, involve this committee in the planning and conducting of the meetings. They will select the sound technician, who should...

- Operate the public address system each evening, coming at least 30 minutes early nightly, and an hour early on opening night to check all equipment.



- Be familiar with the order of service so that s/he can anticipate the use of microphones, to avoid dead space in the program while mikes are adjusted.
- Test the mikes ahead of time to know at what level each person's mikes should be adjusted.
- Record the sermon on tape each evening if tapes will be made available. It is good to duplicate the tapes for sale.

PARKING LOT COMMITTEE

This committee provides for the parking needs during the meetings. The number of parking assistants will vary with the number of people and cars to be helped. These suggestions are for a fairly large meeting in a first world culture. If you have large meetings:

- Station two people at the parking lot entrance to wave at everyone who enters and direct them to the parking lot attendant.
- Post three or more friendly people in the parking lot to direct people to parking spaces, and direct the visitors to the main entrance of the meeting place.
- Assign two people to direct traffic out of the parking lot after the meeting, and two more at the exit waving goodbye and helping drivers get onto the street.
- All parking lot personnel should be equipped with flashlights. Umbrellas would be handy on rainy days to protect visitors as they walk from the parking lot.

TRANSPORTATION COMMITTEE

This committee arranges transportation for two groups—visitors who have no other way to attend the meetings, and helpers who have no other way of getting to and from appointments.

VISITATION COMMITTEE

The evangelist should not be the only one visiting the interests. Bible workers, lay counselors and lay pastors, as well as any trained member, can also do visitation. (See Chapter 12 on "Visitation and Getting Decisions" for more information.)

Someone on this committee will organize and give out the names and addresses of those to be visited. Keep track of the nights each person attends the meetings. If visitors miss a meeting, someone can offer to visit them and help them to catch up on what they missed.

With much prayer, careful planning, and dedicated committee members, you will have the foundation for a successful evangelistic event. Encourage and affirm each other as you work together as a team to share the Good News of a loving Saviour.

HANDOUT

CHAPTER 10. EVANGELISTIC MEETINGS II: TRAINING AND COMMITTEES

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "One worker who has been _____ and educated for the work, who is controlled by the Spirit of Christ, will accomplish far more than ten laborers who go out deficient in knowledge, and weak in the faith. One who works in _____ with the counsel of God, and in unity with the brethren, will be more efficient to do good, than ten will be who do not realize the necessity of _____, and of acting in harmony with the general plan of the work." *Review and Herald*, May 29, 1888. *Evangelism*, p. 109.

2. Training Church Workers. Almost all those involved in the meetings can benefit from training, the experienced mentoring the novices. You can train the church during _____, _____, or _____, whenever you have a majority membership turnout. Provide opportunities and motivation to implement what is being taught.

3. Why Committees? What are two reasons for having committees to help plan and conduct evangelistic meetings?

1. _____
2. _____

4. Organizing Committees. When planning evangelistic meetings, it is important to organize committees to care for the many tasks involved. These committees include the following:

A. Steering Committee—consists of the heads of each of the other committees. They coordinate activities before and during the meetings. They meet periodically with each subcommittee, which will report on its area. If there are problems, this committee will assist.

B. Prayer Committee—organizes prayer initiatives and ministries in the church before, during, and after the meetings. This is the most important assignment. The Prayer Committee's duties may include:

- Launch a Prayer Warriors program.
- Arrange a ten-minute meeting of Prayers Warriors for prayer every Sabbath.
- Organize a prayer walking program before the meetings.
- Advertise prayer events and invite members to a prayer and consecration service before the evangelistic series.
- Arrange for a prayer room in or near the church during the meetings. Let people know this area will be open for prayer during the meetings.
- Recruit members to pray during the meeting. Tell them the needs as well as the victories.

C. Children's Program Committee—is responsible for putting on a special program for children ages four through ten each evening. The following guidelines will be helpful:

- Childcare helpers should be responsible and friendly. Many people judge a church based on the quality of child care.



- This committee will recruit personnel for the children’s program. All helpers should be thoroughly screened through the local police department to be sure that none has a record of child abuse. Keep a record that you have done this.
- The committee will decide:
 - How many children they expect. In most western cultures, expect five to seven children for every one hundred people attending.
 - What materials will be needed, including craft materials.
- The children’s program consists of music, crafts, stories, and a lesson which can be coordinated to the adult meeting.
- Depending on the culture and facilities, baby sitting should be provided for children under four; have a few sturdy, safe toys and extra diapers on hand.

D. Decoration Committee—is responsible for all decorations in the auditorium and other rooms. Involve people who have artistic talents. The committee also cares for any live plants.

E. Food Committee—is responsible for feeding workers for the meetings if that is the plan, and for organizing potlucks or Sabbath meals the weeks after the Sabbath doctrine is presented. Involve people experienced in organizing food service.

F. Discipling Committee—plans for caring for new members after the evangelistic series ends.

G. Greeting and Ushers Committee—oversees, recruits, and trains people in greeting and ushering for the meetings.

H. Lodging Committee—arranges lodging for the lay and paid workers involved in the meetings if they come from a distance.

I. Music Committee—will be responsible for all the music and musicians during the meetings.

J. Public Address/Sound Committee—is in charge of the sound system for the meetings. Because sound quality is very important, involve this committee in the planning and during the meetings.

K. Parking Lot Committee—provides for parking needs during the meetings. The number of parking assistants will vary with the number of people and cars. If you have large meetings:

- Station two people at the parking lot entrance to wave at everyone and direct them to the parking attendant.
- Post three or more friendly people to direct people to parking spaces, and direct the visitors to the main entrance of the meeting.
- Assign two people to direct traffic out of the parking lot after the meeting.
- Equip all parking lot personnel with flashlights. On rainy days, have umbrellas handy to protect visitors.

L. Transportation Committee—arranges transportation for visitors who have no other way to attend the meetings, and helpers who have no other way of getting to and from appointments.

M. Visitation Committee—The evangelist should not be the only one doing visitation. Bible workers, lay counselors and lay pastors, as well as any trained member, can also do visitation. This committee will distribute names and addresses of those to be visited. Keep track of attendance. If visitors miss a meeting, someone can offer to visit and help them to catch up.

For success: With much prayer, careful planning, and dedicated committee members, you will have the foundation for a successful evangelistic event. Encourage and affirm each other as you work together as a team to share the Good News of a loving Saviour.

CHAPTER 11

EVANGELISTIC MEETINGS III: PREPARING AND PRESENTING THE SERMON



JESUS, WHEN PREPARING FOR SOME GREAT TRIAL OR SOME IMPORTANT WORK, WOULD RESORT TO THE SOLITUDE OF THE MOUNTAINS AND SPEND THE NIGHT IN PRAYER TO HIS FATHER. A NIGHT OF PRAYER PRECEDED THE ORDINATION OF THE APOSTLES AND THE SERMON ON THE MOUNT, THE TRANSFIGURATION, THE AGONY OF THE JUDGMENT HALL AND THE CROSS, AND THE RESURRECTION GLORY.

PRAYER, P. 173



SHARING THE MESSAGE OF a loving Saviour is not limited to any age or gender. The sin sick and discouraged all around us need each of us to help share the Good News. Some who have experience in leadership may be more at ease speaking to groups. But each of us can learn, especially as we know we are following our Lord's command to go and make disciples.

Most women are friendly and sociable. They can use this ability to speak the words of Christ to perishing souls. Women who are not used to speaking up front can start small by announcing a hymn, saying a benediction (it is all right to have it written out), or taking some other small part until they are comfortable. Stage fright can be overcome. With the Holy Spirit, we can become more than conquerors, even in this.



We, too, must have times set apart for meditation and prayer and for receiving spiritual refreshing. We do not value the power and efficacy of prayer as we should.

Ministry of Healing, p. 509



GUIDELINES FOR SERMON PREPARATION

It takes time to prepare a sermon. This is true for both novices and experienced speakers. Many of those working in Women's Ministries evangelism are not trained in theology or in homiletics. They may not be experienced in sermon preparation. It is hard work. But this is another ability that can be learned. Following are some pointers to guide one in preparing a sermon that will be a blessing.

BE PRAYERFUL. Consecrate yourself to God for service. The Holy Spirit inspired Bible writers of old (2 Tim. 3:16), and the same spirit will guide one preparing a sermon. The power of prayer is available for divine guidance.

BE BIBLICAL. Stories, news, and popular authors may be useful. They can help illustrate a Bible principle or show how Bible truths still apply today. They can help us reach audiences totally unfamiliar with the Bible. But



they are not our central focus. Our focus must be on Scripture truths. There is something universal and timeless about the Bible stories. Use them as much as possible. “Preach the Word” as it says in 2 Timothy 4:2.

BE PREPARED. To prepare a sermon, just as any other speech, requires work, thought and study. Allow yourself time to read from various sources, but then organize your ideas in your own words and your own way.

BE ORGANIZED. Decide on the *one* main point you want to make; then support and explain it well. Stick to your topic, and don’t ramble off the point.

BE PROFESSIONAL. Be true to the text; do not manipulate scripture. Search and research the topic. Each of us can be students of the Bible.

BE RELEVANT. Relate Scripture to the audience. Will the audience understand your illustrations? Will they be acquainted with the sources you quote. Use terminology your audience will understand.

BE YOURSELF. Don’t be afraid to present the topic from a woman’s point of view. You can present a clear, appealing, well-organized sermon, yet speak with your own voice.

CREATING SERMONS

There really are only three things you need to do in any speech or sermon.

Tell the audience what you are going to tell them. (Introduction)

Tell them. (Body of sermon)

Tell them what you told them. (Conclusion)

Ellen White urges us to keep Christ at the center of our evangelistic sermons.



NO DISCOURSE SHOULD EVER BE PREACHED WITHOUT PRESENTING CHRIST AND HIM CRUCIFIED AS THE FOUNDATION OF THE GOSPEL.
EVANGELISM, P. 186.



Yes, Christ must be central to the message regardless of the topic. He is not merely one section of the sermon. Rather Christ and His teaching must be the central focus of the sermon. The question to be answered is: How does this doctrine reflect or reveal Christ?

PARTS OF A SERMON

INTRODUCTION. The first step in sermon presentation is to get the attention of your audience. Be constantly thinking of your audience—what they already know and believe, and what it is you want them to know. Capture their interest. The best way is by some personal experience or something relevant to the audience. Start with a human interest story, news item, or shocking statement. Get them involved and interested. And tell them what you are going to talk about.

BODY. Now you are ready for the body of the sermon. One way to develop the main body of the sermon is by raising a question/problem and giving the answer/solution.

A. There is . . .

A question to be answered

Or a problem to be solved

Or a need to be satisfied.

B. Then you want to . . .

Present the answer to the question

Give the solution to the problem

Give the satisfaction to the need.

There are advantages to constructing the evangelistic sermon in the need/satisfaction mode. Everyone has a need. Every Bible doctrine satisfies a specific human need. For example, the Sabbath supplies our need for inner peace, for rest, for intimate belonging. You will want to help the audience realize their need and then show them how to satisfy that need.

Choose material that will help you understand the need and what the Bible answer is. Search and research. Decide on relevant texts for the topic. Don't present every argument and text possible; limit it to three key points at the most.

Then organize your material. Be logical; move in a logical order from one step to the next. Think how you would explain it to a child. Follow the same sequence but use adult language and reasoning. Make only one point at a time. Explain it clearly. Then move on to the next point.

CONCLUSION. Tie the points of the sermon together with a brief conclusion that leads logically into the appeal. Every sermon should call people to decision. Tell the audience what kind of decision you want them to make and review how it will benefit them. Tell them what to do about their decision. The type of decision will vary according to topic.

USING A PREPARED SERMON OUTLINE

If you will use a prepared sermon outline, especially one prepared by someone else, the following guidelines are vital.

- Know the topic well.
- Examine the sub-topics. Look carefully at how the sermon is organized, and how it progresses.
- Read the texts to see how they apply.
- Read other sources that add further information.
- Illustrate the sermon using stories, news items, or your own experiences.
- Write out the sermon word for word if you have to.
- Practice presenting it aloud until you are comfortable.

During the preparation of the sermon, you must be moved/transformed by it. Even though you know the doctrine, it must speak to you again personally. You must be so touched that you want to recommit your life to God. If it touches you, it will touch others through the Holy Spirit.

SERMON PRESENTATION

Now you are ready to present your sermon. The preacher is God's modern messenger. You are speaking God's message. But you are not left to do it alone. The Holy Spirit will guide and help you. Here are ten pointers for effective speaking.

- Be confident. God is in charge. The Spirit who guided your preparation will empower you in the presentation.
- Be sincere. Believe and practice what you preach.
- Be practical. Make it plain and simple. Explain "how to."
- Be enthusiastic. Fire spreads.
- Be audience-friendly.
 - Look for ways to bond with your audience.
 - Let people see you as their friend.
- Be inter-active
 - Don't just preach at people; talk *with* people.
 - Ask questions. Communicate. Pretend you are talking to your children or grandmother.



- Use your diaphragm
 - Avoid breathing from the chest.
 - Practice breathing from the diaphragm. You'll sound better and last longer.
- Use eye contact
 - Don't be glued to your notes.
 - Look directly at the people, frequently shifting your gaze from one person to another..
 - Use appropriate body language. This is a large part of communication.
- Be filled with the Spirit
 - You are only the mouth piece.
 - Let the Spirit be the speaker.
- Relax. No one can do better at that time or place.

ILLUSTRATING YOUR SERMON

When preaching or giving Bible studies or other presentations, include examples of Bible women. When planning a meeting, think about the illustrations, examples, language, and songs. Do they include women as well as men? Be inclusive of men and women, old and young, rich and poor, all races and groups in your audience.

People will often remember your illustration after they have forgotten the rest of the sermon. For that reason, it is important that your illustrations be memorable and to the point.

Use visual aids. People often remember something they see much more than what they hear. So if possible, use visual aids.

One caution when choosing illustrations: you cannot tell someone else's personal story as though it is yours. Just say you are telling a story of a friend or a story that you have heard.

It is also important to make illustrations culturally appropriate. The story must not be offensive to anyone in the audience, and it must be on a subject with which the audience can identify. Or take time to explain so that everyone understands the story and the point.

Well-chosen, appropriate illustrations can make a sermon memorable and help impress the audience with the truths presented.

Make your illustrations simple and something your audience can visualize. For example, when talking about the Sabbath, place six glasses of water and one glass of juice on a table in front of your audience. Ask them which is a special drink? Explain that all days of the week are not the same. One is sanctified and holy.

Out of seven cute, lovable babies, one is yours. Which baby is special? One baby is not the same as all the others. One day is not the same as all the others. Again, God made one day special for us. —Ardis Stenbakken

HANDOUT

CHAPTER 11. EVANGELISTIC MEETINGS III: PREPARING AND PRESENTING THE SERMON

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "Jesus, when preparing for some great trial or some important work, would resort to the _____ and spend the night in prayer to His Father. A night of prayer preceded the _____ and the Sermon on the Mount, the transfiguration, the agony of the judgment hall and the cross, and the resurrection glory." *Prayer*, p. 173

"We, too, must have times set apart for _____ and for receiving spiritual refreshing. We do not value the power and efficacy of prayer as we should." *Ministry of Healing*, p. 509

2. No Limits. Sharing the message of a loving Saviour is not limited to any age or gender. The sin sick and discouraged all around us need each of us to help share the Good News. Some who have experience in leadership may be more at ease speaking to groups. But each of us can learn, especially as we know we are following our Lord's command to go and make disciples.

3. Guidelines for Sermon Preparation. It takes time to prepare a sermon. This is true for both novices and experienced speakers. We may not be trained in theology or homiletics, nor experienced in sermon preparation. It is hard work. But it can be learned. Here are guidelines for preparing a sermon that will be a blessing.

- Be Prayerful. Consecrate yourself to God. The Holy Spirit inspired Bible writers of old, and the same spirit will guide one preparing a sermon.
- Be Biblical. Stories, news, and popular authors may be useful to illustrate a Bible principle. They can help us reach audiences unfamiliar with the Bible. But they are not our central focus, which must be on Scripture.
- Be Prepared. To prepare a sermon, just as any other speech, requires work, thought and study. Allow yourself time to read from various sources, but then organize your ideas in your own words and your own way.
- Be Organized. Decide on the *one* main point you want to make; then support and explain it well. Stick to your topic, and don't ramble off the point.
- Be Professional. Be true to the text; do not manipulate scripture. Research the topic. Each of us can be students of the Bible.
- Be Relevant. Relate Scripture to the audience. Will the audience understand your illustrations, the sources you quote, and the terminology?
- Be yourself. Don't be afraid to present the topic from a woman's point of view.

Ellen White urges us to keep Christ at the center of our evangelistic sermons. "No discourse should ever be preached without presenting Christ and Him crucified as the foundation of the gospel." *Evangelism*, p. 186.



4. Parts of a Sermon. There are 3 main parts of a sermon.

- Introduction. The first step in sermon presentation is to get the attention of your audience.
- Body. Now you are ready for the body of the sermon. One way to develop the main body of the sermon is by raising a question/problem and giving the answer/solution.

A. There is . . .	B. Then you want to . . .
A question to be answered	Present the answer to the question
Or a problem to be solved	Give the solution to the problem
Or a need to be satisfied.	Give the satisfaction to the need.

- Conclusion. Tie the points of the sermon together with a brief conclusion that leads logically into the appeal. Every sermon should call people to decision. Tell the audience what kind of decision you want them to make and review how it will benefit them. Explain what to do about their decision.

5. Using a Prepared Sermon Outline. If you will use a prepared sermon outline, especially one prepared by someone else, the following guidelines are vital.

- Know the topic well.
- Examine the sub-topics. Look carefully at how the sermon is organized.
- Read the texts to see how they apply.
- Read other sources that add further information.
- Illustrate the sermon using stories, news items, or your own experiences.
- Write out the sermon word for word if you have to.
- Practice presenting it aloud until you are comfortable.

6. Presenting the Sermon. Now you are ready to present your sermon. You are speaking God's message, but not alone. The Holy Spirit will guide you. Here are ten pointers for effective speaking:

- Be confident. God is in charge. The Spirit who guided your preparation will empower you in the presentation.
- Be sincere. Believe and practice what you preach.
- Be practical. Make it plain and simple. Explain "how to."
- Be enthusiastic. Fire spreads.
- Be audience-friendly.
- Be inter-active
 - Don't just preach at people; talk *with* people.
 - Ask questions. Communicate. Pretend you are talking to your children or grandmother.
- Practice breathing from your diaphragm. You'll sound better and last longer.
- Use eye contact
 - Don't be glued to your notes.
 - Look directly at the people, frequently shifting your gaze from one person to another.
 - Use (but do not over-use) appropriate body language. This is a large part of communication.
- Be filled with the Spirit.
- Relax. No one can do better at that time or place.

7. Making Your Sermon Inclusive. When preaching or giving Bible studies or other presentations, include examples of Bible women. When planning a meeting, think about the illustrations, examples, language, and songs. Do they include women as well as men? Endeavor to be inclusive of men and women, old and young, rich and poor, all races and groups in your audience.

CHAPTER 12

VISITATION AND GETTING DECISIONS



THE MISSION OF CHRIST WAS TO HEAL THE SICK, ENCOURAGE THE HOPELESS, BIND UP THE BROKENHEARTED. THIS WORK OF RESTORATION IS TO BE CARRIED ON AMONG THE NEEDY, SUFFERING ONES OF HUMANITY. GOD CALLS NOT ONLY FOR YOUR BENEVOLENCE, BUT YOUR CHEERFUL COUNTENANCE, YOUR HOPEFUL WORDS, THE GRASP OF YOUR HAND. THERE ARE SOULS WHO HAVE LOST THEIR COURAGE; SPEAK TO THEM, PRAY FOR THEM. THERE ARE THOSE WHO NEED THE BREAD OF LIFE. READ TO THEM FROM THE WORD OF GOD. THERE IS A SOUL SICKNESS NO BALM CAN REACH, NO MEDICINE HEAL. PRAY FOR THESE, AND BRING THEM TO JESUS CHRIST. AND IN ALL YOUR WORK, CHRIST WILL BE PRESENT TO MAKE IMPRESSIONS UPON HUMAN HEARTS.

PASTORAL MINISTRY, P. 231.



REGARDLESS OF HOW WONDERFUL the sermon or study, if there is no decision, no soul is won! For this reason, every sermon and every study should call people to make a decision, however large or small. Ellen G. White said, "In every discourse fervent appeals should be made" (*Evangelism*, p. 280). In God's vocabulary, a favorite word is "Now" (Isaiah 1:18 and 2 Corinthians 6:2). Another favorite word is "Today" (Hebrews 3:7, 15; 4:7). These words make clear that a decision is crucial.

The appeal should be made in a spirit of earnestness. It is truly a "life and death" matter! (Ezekiel 3:17-19). Like a fire fighter rescuing victims from a burning building, the evangelistic team is snatching souls from spiritual and eternal destruction!



In every discourse fervent appeals should be made to the people to forsake their sins and turn to Christ.

Testimonies, vol. 4, p. 396. (1880).
Evangelism, p. 280.



HOW TO LEAD AN INTEREST TO ACCEPT CHRIST

No matter when or where you meet with someone who is interested, you want to help her accept Christ as her Savior and Lord. If it is in the public meeting, and she has made a decision to accept Christ at an altar call, go forward with her and invite her immediately after the call to sit with you. If it is in the home, you will want to ask if she wants to accept Christ.



Affirm her and praise God for her decision to follow Christ. Review the truth that salvation comes solely by grace and not by our own works.

Share with her the four steps in coming to Christ, using the texts below.

- John 3:16. Believe that God loves you. Emphasize that God loves her and demonstrated it by dying on the cross for her. Have her reread the text and replace “whoever” with her own name.
- Acts 11:18. Let the Holy Spirit lead you to repentance. Emphasize that God is the one who leads us to repentance. We have no interest in repenting of ourselves; we love our own sins. We are often sorry for the results of sin, but not for the sin that caused Christ’s death on the cross. Only God can help us have true repentance.
- 1 John 1:9. Confess your sins to God. As the Spirit brings repentance to her heart, she needs to confess specific sins to God. Invite her do this immediately. Encourage her with the promise that He will forgive her right then and cleanse her from all sin and unrighteousness.
- Revelation 3:20. Invite Jesus to come into the heart. Repeat the promise that Jesus will come in, if we invite Him. Talk to her positively about inviting Him into her heart.



WITH AN UNCTION OF THE HOLY SPIRIT UPON HIM, GIVING HIM A BURDEN FOR SOULS, HE WILL NOT DISMISS A CONGREGATION WITHOUT PRESENTING BEFORE THEM JESUS CHRIST, THE SINNER’S ONLY REFUGE, MAKING EARNEST APPEALS THAT WILL REACH THEIR HEARTS. HE SHOULD FEEL THAT HE MAY NEVER MEET THESE HEARERS AGAIN UNTIL THE GREAT DAY OF GOD.

TESTIMONIES, VOL. 4, P. 316. (1879).
EVANGELISM, P. 280.



After sharing the four texts above, help the person experience the assurance of salvation by sharing with her the next two texts.

- Mark 11:24. Jesus declares that it is so if we believe it. Reassure her that when she invites Jesus into her heart, it is true, not because she feels it, but because Jesus has promised. We build our faith, not on our feelings but on what God has promised.
- 1 John 5:11-13. One can know that s/he has eternal life. There is no question. We can know we have eternal life as long as we trust in Christ. His assurance is ours for eternity.

Gently ask her if she would like to invite Christ into her life. “Jean, I sense that while you are listening to these verses, you are ready to commit your life to Christ right now. Is that right?” Usually people will say yes.

Now invite the person to kneel and invite Jesus into her life. Pray the sinner’s prayer, asking her to repeat after you. You might say, “Dear Jesus, I am a sinner. I realize that I cannot save myself. I need You desperately. Please come into my heart right now. Thank you, Amen.” The prayer should be short and to the point.

Welcome her into the family of God. Ask her if Jesus came in. She should respond with a strong yes, not because she felt it, but because of Jesus’ promise.

Now have her fill out a decision card and arrange a time to take *Steps to Christ (Happiness Digest)* to her to help launch her new life.

Finally share with her that Jesus has become her Saviour. Now the next step is to allow Him to become Lord of her life. The rest of the meetings will help her understand how Christ can be Lord of her life. Let her know that you will be available to help her on this new journey.

If the evangelist asks people to respond to an altar call and accept Christ, you should go up to the altar with the interest and go through the above steps with him/her.

DECISIONS IN THE HOME

Some of the most important work of an evangelistic meeting is what happens when someone from the evangelistic team makes a visit to the guest's home. At times the evangelist and pastor make the visit, but often it is either the evangelist or the pastor with a lay member of the team, often a member of Women's Ministries. This person will have been recruited and trained by the Visitation Committee. (It is useful to have a Spiritual Gifts Seminar before the meetings, and then use those who have the gifts of encouragement and visitation.)¹

A number of things are accomplished by a home visit. The church team has an opportunity to get acquainted with the family or individual, perhaps learning about financial problems, sickness, marriage problems, a smoking habit, or evidence of alcoholism. A person's employment, education, or experience may also impact their decision.

The team members who make these visits should have certain qualifications, including:

- Have a loving relationship with God, Psalm 116:1
- Possess a passion to share God's love, Jer. 20:9
- Dedicated intercessors for souls, James 5:16
- Able to focus on the family, Acts 16:34
- Diligent workers, James 2:20, 26
- Willing to visit each prospect weekly, Acts 20:20
- Consistent at Visitation Committee, Prov. 27:17
- Team players, 1 Cor. 12:20, 21
- Optimistic, Phil. 4:13
- Willing to Study! Learn! Grow! 2 Tim. 2:15

VISITATION

Women should be encouraged to do evangelistic visitation. Fortunately, women often have a natural gift for this, but training can help them avoid pitfalls. Visitation, done carefully and prayerfully, can have many benefits. Home visitation supports public evangelism in several ways:

- Building an audience. Emphasize visitation during the first few weeks of the meetings. Sometimes an audio or video tape and a copy of the outline and/or lesson of a missed meeting hung on the door knob is all that is needed to encourage a guest to return, especially at the beginning.
- Holding an audience. Visiting, more than anything else, helps to keep an audience consistent in attendance. Visiting helps uncover problems you may be able to solve in order to allow people to attend.



FOR YEARS I HAVE BEEN SHOWN THAT HOUSE-TO-HOUSE LABOR IS THE WORK THAT WILL MAKE THE PREACHING OF THE WORD A SUCCESS.

EVANGELISM, P. 433



SOULS ARE PERISHING FOR LACK OF PERSONAL WORK.

EVANGELISM, P. 430.



- Preparing people for decision. Before people can make a decision, their questions must be answered. Often words spoken in private will do far more good than an entire sermon. People may argue with logic, but when you allow the love of Christ to shine through you personally, the hardest of hearts can be touched and softened.

¹ Taken from the Happy Family Bible Seminar: *Bible Instructor's Handbook*, G. O. Martinborough



WHO SHOULD VISIT?

- People who know the basic message and are willing and able to learn more.
- People who have a strong relationship with Christ.
- People who can relate to people.
- People who feel called to visit. Some who are initially frightened will do well with encouragement and training by an experienced mentor.

VISITATION SKILLS

Probably the greatest fear regarding visitation is that we won't know what to say or that people will ask questions we cannot answer. This is possible. However, please remember that your presence and interest in them are of greater value than anything you say as long as you are loving and kind. As to questions, a good answer is always, "I don't know. But I will find out." You don't have to know everything. This can even open up an opportunity to bring the pastor to meet with them. Here are some other hints:

- How to answer questions raised by the interest
 - Don't argue
 - Use two or three texts. Discuss and clarify briefly
 - Leave booklets, magazines and books on the subject
 - Put off answering questions not yet covered in the series (Encourage them to attend the upcoming meeting.)
- Key question to ask
 - What do you think?
 - Never ask direct questions or questions to which you might get a "No" answer
- How to spot a real interest
 - Enthusiasm
 - Recent lifestyle changes during the meetings
 - Willingness to tell you how they are enjoying the meetings
 - The type of questions they ask

TIMING OF VISITS

Generally there will be four principle visits, and more if necessary. These visits will occur:

- During the first two weeks of the series of meetings
- Just after the Sabbath doctrine is introduced
- About the time you are asking for decisions for baptism
- After baptism, for discipleship

THE GET-ACQUAINTED VISIT

- Make this visit during the first two weeks of the series.
- You can make this visit in the meeting place or in their homes. It is sometimes less threatening to visit with them at the meeting place while you are first getting acquainted. However, if you have a large series, it will probably have to be in the home.
- Ask about...
 - Prior contact
 - How they heard of the series
 - Adventist friends
 - Bible courses studied
 - Their own church and how often they attend
 - Where and when they work. This can help uncover potential Sabbath problems
 - Children

THE FIRST VISIT: The first visit is primarily a get-acquainted visit. Learn what you can about the person, but do not interrogate them. Ask how they like the meetings and encourage attendance. If they have complaints about the meetings, thank them. If there is a misunderstanding, you might clarify what happened, but do not be defensive.

During this visit you will want to ask, "Have you decided to give your life fully to Jesus?" It is also helpful to ask, "What changes do you want Jesus to make in your life?" If they respond negatively, you can inquire as to what is preventing them from making these decisions. Don't push. Kindly answer their questions. And pray with them. You might say, "Let's pray about these decisions now."

It is good to ask the prospect to pray. If they do not know how to pray, explain that it is like talking to a friend. Ask what needs they would like to pray about. You may add some obvious needs. Plainly indicate who will pray first. Commend them when they do pray. If they chose not to pray, you say a sort, simple prayer. You might ask them if they would like to repeat the prayer after you if shyness or inexperience seems to be the problem.

Thank the prospect for their faithfulness in attendance and assure them that you will be looking for them at the next meeting. Make the visit short and positive.

THE SECOND VISIT: The second visit should again be friendly, and you should commend them for their attendance. If they have missed meetings, help them get the information from the missed meetings. Do they have questions? If you can answer them, do so. If you cannot, tell them that you will find the answer and share it with them.

You will want to help them make a decision to keep the Sabbath if they have not already done so. You might start by saying, "We have seen that there are two days of worship, Sunday, created by man, and the Sabbath, created by Christ. I have chosen to obey Jesus. What is your choice?" If they give a positive response, give your congratulations. Answer their questions, but do not apply pressure. Again, encourage regular attendance.

During prayer time, again it is good for both you and the prospect to pray. Repeat last week's procedure. If the prospect does not pray, again allow them to repeat after you. Afterward encourage them by saying, "Wasn't that easy?" "Now you try it!" If they do not want to pray, again, do not push, but say a simple prayer yourself.

This would be a good time to invite them to your home for Sabbath dinner so they begin to feel the joy of Sabbath observance. They can also be introduced to other church members who can build friendships and help answer questions.

If they have questions about the Sabbath, here are some texts that can be used to help answer their questions or objections:

OBJECTION	ANSWER
Jewish Sabbath	Genesis. 2:1-3; Mark 2:27
Which day?	Luke 23:53-56; 24:1
My own day	Numbers 22:6; Mark 7:7
Nailed to the cross	Acts 13:42-44; 17:2; 18:4
Day changed	Psalms 89:34; Matthew 5:17, 18
Lord's Day	Isaiah 58:13; Mark 2:28
Saved by grace	Romans 3:31; James 2:18-20, 26

THE THIRD VISIT: Again and always, friendship is most important. Even if the person does not accept and become baptized now, if you maintain a friendship, it may come later.

Repeat the same procedure as in visits one and two, commending them for their attendance and helping them to understand or make up any missed material.



The decision to be made on this visit is the decision to be baptized. If they have signed a card that they want baptism, commend them. Briefly explain to them that baptism means fully accepting Jesus as Lord and Savior and joining the fellowship of His church. Explain what happens at a baptism, especially if they have never seen a baptism by immersion. Explain carefully the entire procedure as well as when and where to meet. Encourage the person who will perform the baptism to meet with the candidates and demonstrate step by step what will happen.

If they have not made a decision for baptism, try to identify the problem. Ask questions: “What’s the problem? What else?” Offer solutions and give practical advice. Telling about your personal experience is the best. Share Bible texts. Give them another chance to make the decision. You may want to share a story about Bible characters who made decisions for Christ. If they cannot or will not make a decision, again, don’t push. Invite them to continue attending. If the meetings are at an end, arrange for personal Bible studies if possible.

Again, prayer is important. Both should pray if possible. Thank God for the decision made and pray for courage for the candidate to be faithful to the decision. If a decision has not yet been reached, pray that the Holy Spirit will continue to reveal truth. If a decision has not been made because of some particular objections, here are some possible answers:

OBJECTION	BIBLE TEXT	BIBLE STORY
Husband/Wife	Ephesians 4:15	Lot and his wife
Unmarried Partner	Hebrews 13:4 1 Thessalonians 4:11,12	Rahab
Job/Business	Psalm 37:25 Matthew 6:31-33	Levi Matthew
Parents	Acts 5:29	Zebedee’s sons
Friends/Popularity	John 15:14	Job’s friends
Church	Acts 17:30	Paul
Delay	2 Cor. 6:2 Hebrews 3:7, 8	Eunuch
Sacrifices	John 3:16	Ruth, Moses

FOURTH VISIT: The fourth visit should be one of joy and celebration and the beginning of many more as you help the new member become part of the church family. It is a time of consolidation. Those baptized should receive congratulations and confirmation. There should be a time of prayers, helping the new member gain greater confidence and comfort in praying. You will want to begin the discipling program, introducing the person to the church and its own particular language, rituals and culture.

If the person you are visiting is not yet baptized, you will want to help him or her identify the reason. You can offer solutions, sharing with them what was done for them at Calvary. Share what you believe are the benefits of the right choice and the consequences of wrong choice. But again, do not pressure. Tell them you will continue to pray for them and that you would like to continue to visit. Repeat the prayer pattern of previous visits. The Holy Spirit can still work, and you will want to maintain the contact. Be sure to invite the person to attend church, and try to continue Bible studies.

VISITS REGARDING SPECIFIC TOPICS

DECISION TO ACCEPT CHRIST ON LAST VISIT: When visiting people who have indicated that they wanted to accept Christ as their personal Savior, be sure to...

- Acknowledge the response they made
- Review the plan of salvation briefly

- Check to be sure they are ready to make this commitment
- Expect them to make it

SABBATH DOCTRINE VISIT: Before the Sabbath doctrine is presented, visit to see if they have questions on any subject that was already presented. Make sure they are clear on what has been presented and have accepted it, especially the following subjects:

- Deity of Christ
- Salvation by grace
- Acceptance of Christ
- Principles of interpretation—outline of prophecy
- The little horn

Once the person being visited has accepted Jesus as Lord and Savior, the next most important step is to accept the Sabbath.

Your first question will be, “Do you have any questions?” They probably will have, and they probably will not be hard to answer. Ask them, “What did you think of the message on the seventh-day Sabbath? Was it clear biblically?” Paraphrase their answer back to them to be sure they are clear that Saturday is the Bible Sabbath. If they are not clear biblically, answer their questions. Leave some literature for them to read. Invite them to the Sabbath Seminar during Sabbath School time. If this message is clear biblically, say, “Have you thought of keeping the Sabbath yourself?”

If you receive a negative response, tell them you will be praying for them as they think and pray about keeping the Sabbath. Stress the need to follow truth as revealed in Jesus. Asking these questions will start them thinking about keeping the Sabbath. Leave literature about the Sabbath.

If you receive a positive response, encourage them to follow their conscience. Share your Sabbath testimony. Invite them to the Sabbath Seminar and leave some literature about the Sabbath.

If there is a Sabbath job problem, ascertain whether there is a strong commitment to keep Sabbath. Be sure they are willing to deal with it. They need a strong commitment to follow through. If they are not willing to deal with it yet, encourage them to pray and think about it.

If they have a Sabbath job problem, but they are willing to deal with it, share scripture about Sabbath observance such as Exodus 20:8-11. Stress that Sabbath is for their benefit. Share Matthew 11:28-30 and Isaiah 56:2. Give your own testimony, or the testimony of someone you know, regarding getting Sabbath off. Encourage the person to follow through by asking the boss for Sabbath free. Encourage the person, letting her know you’ll be with her when she makes this decision. Assure her that the entire church will pray for her, that God will work it out at this present job or another if we put it in God’s hands. You may want to share Matthew 6:25-33.

Be very caring yet not demanding. This is a major decision. Be very understanding but moored in God’s promise to work it out. God urges but does not force.

THE QUESTION OF SMOKING: If the baptismal candidate has a problem with smoking, there are several ways you can help. Find out first if there is a real desire to quit smoking. Help them express a desire to quit. Be sure the decision is firm. Give the person some literature on how to stop smoking. There are a number of promises on overcoming that you can share:

- | | |
|-----------------------|--|
| • 1 Corinthians 15:57 | God wants to give victory |
| • Romans 13:14 | Make no provision for the flesh |
| • 1 Corinthians 10:13 | Victory <i>in</i> temptation, not <i>from</i> temptation |
| • Philippians 4:13 | All things are possible through Christ |
| • Mark 11:24 | It is so, if we believe |



If you can do it kindly, ask them for their cigarettes as a help to them. Then help them make a promise to God to quit. If the person is prepared to make this promise, kneel and pray. Encourage the person to pray a short prayer asking for victory. You pray a short prayer first. Tell them what to say. Rise from prayer and commend them. Tell them you will stop by the next day to celebrate the first 24 hours of victory.

If they are unable to stop smoking on their own, help them to find a stop-smoking program that will assist them. Or encourage them to consult their doctor about this.

DECISIONS IN THE MEETING

Effective appeals take time. Adequate time should be reserved for decision-making. It is recommended that one allow between 10% and 20 % of the total presentation time.

EARLY ANNOUNCEMENT. At some appropriate point within the sermon, it is sometimes useful to inform the audience in advance that you are going to ask them to make a decision, that a significant topic is being presented and that they need to be prepared to make a decision. This helps people to make up their minds ahead of time.

SPOT APPEALS. There can also be intermittent "spot" appeals. At various points in the sermon, as significant points are made, very brief appeals can be made in preparation for the final appeal. Asking the audience if they agree with you on a point helps also, even if it is a commonly held point of view. This helps them overcome a fear of speaking up or making a decision.

EXAMPLE:
"At the close of this message tonight, I will be calling you to come up to the front to commit your life to Christ by baptism."

People can be asked to respond in various ways. These include:

- Raise hand while still sitting
- Write on card
- Stand
- Raise hand while standing
- Bring card to decision center
- Come to the altar

The people should be led step by step. Avoid a "big jump." Help them to accept Christ as creator and then savior. Have them then accept Him as Lord. Then they will be prepared to accept ideas such as tithe, baptism, church membership and baptism, and the Sabbath.

When making an altar call, it is best not to start by asking, "Is there someone...? Peter didn't call someone; he called "everyone!" (Acts 2:38). Instead, start by asking, "How many wish to...?" Then, "How many more...?" Then, "One more?" Then personalize the one more: some man wrestling with tobacco, a woman afraid of losing her job, that youth on drugs.

When making the first presentation of a difficult subject, such as the Sabbath or baptism, ask for a soft decision like asking them to raise their hands. Later, ask for a strong response such as standing or coming forward. Different sermons call for different types of decisions. It is also good to vary the sequence.

SIX STRATEGIES

There are six strategies for helping people make decisions. They can be used singly or in combination during the sermon. They can also be used in the home.

- Step ladder. John 4:7-26
This leads prospect step by step. An example of this would be, "All who want to say 'Thank You, Jesus, for showing me your truth,' stand to your feet." Later, you might want to say, "Raise your hand to say, 'Lord, help me to be obedient to you and keep your Sabbath holy.'" Follow this by saying, "All who really mean it, come to the altar."

- Benefits. Matt. 19:29
Show the benefits to be enjoyed by making that decision.
- Opposite alternatives. Deut. 30:19
Contrast the blessings of obeying Jesus with the curses of following Satan.
- Parallel alternatives
This is the converse of the last strategy. The prospect is given two positive alternatives from which to choose. *Example:* Baptism on Wednesday night or on Sabbath morning.
- Social justice. John 3:16
Principle: One action deserves a corresponding reaction. *Application:* Since Jesus loves me, He gave His life for me. Because I love Him, I will now give my life to Him.
- Cognitive consistency. John 14:15
Concept: The prospect may be positive to Christ but negative to the Sabbath. The preacher's task is to show that Christ is positive to the Sabbath. If the prospect stays positive to Christ and is convinced that Christ is positive to the Sabbath, then the prospect will tend to be positive to the Sabbath to maintain cognitive consistency. *Application:* Tie the beloved Christ to His unloved command so inextricably that while accepting one, the prospect is bound to accept the other. In addition to increasing decisions, this concept facilitates Christ-centered preaching.

THE ABC'S OF MAKING CALLS

- **A**sk. Use of intercessory prayer
- **B**elieve. Inspire faith that prayer has been answered
- **C**laim the answer now. Go and act in faith.



HANDOUT

CHAPTER 12. VISITATION AND GETTING DECISIONS

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "With an unction of the Holy Spirit upon him, giving him a burden for souls, [the speaker] will not dismiss a congregation without _____, the sinner's only refuge, making earnest appeals that will _____. He should feel that he may never meet these hearers again until the great day of God." *Evangelism*, p. 280.

"In every discourse _____ to forsake their sins and turn to Christ." *Testimonies*, vol. 4, p. 396. (1880)

2. How to Lead an Interest to Accept Christ

No matter when or where you meet with someone who is interested, you want to help her accept Christ as her Savior and Lord. If it is in the public meeting, and she has made a decision to accept Christ at an altar call, go forward with her and invite her immediately after the call to sit with you. If it is in the home, you will want to ask if she wants to accept Christ.

Share with her the four steps in coming to Christ, using the texts below.

- John 3:16. Believe that God loves you. Emphasize that God loves her and demonstrated it by dying on the cross for her. Have her reread the text and replace "whoever" with her own name.
- Acts 11:18. Let the Holy Spirit lead you to repentance. Emphasize that God is the one who leads us to repentance. We have no interest in repenting of ourselves. Only God can help us have true repentance.
- 1 John 1:9. Confess your sins to God. As the Spirit brings repentance to her heart, she needs to confess specific sins to God. Invite her to do this immediately. Encourage her with the promise that He will forgive her right then and cleanse her from all sin and unrighteousness.
- Revelation 3:20. Invite Jesus to come into the heart. Repeat the promise that Jesus will come in, if we invite Him. Talk to her positively about inviting Him into her heart.

3. Decisions in the Home

The most important work of an evangelistic meeting happens on a visit to the guest's home. At times the evangelist and the pastor make the visit, but often it is either the evangelist or the pastor along with a lay member of the team, often a member of Women's Ministries.

Team members who make these visits should have certain qualifications, including:

1. Have a loving relationship with God, Psalm 116:1
2. Possess a passion to share God's love, Jer. 20:9
3. Dedicated intercessors for souls, James 5:16
4. Able to focus on the family, Acts 16:34
5. Diligent workers, James 2:20, 26
6. Willing to visit each prospect weekly, Acts 20:20
7. Consistent at Visitation Committee, Prov. 27:17
8. Team players, 1 Cor. 12:20, 21

9. Optimistic, Phil. 4:13

10. Willing to Study! Learn! Grow! 2 Tim. 2:15

Women should be encouraged to do evangelistic visitation. Women often have a natural gift for this, but training can help them avoid pitfalls.

4. Benefits. Visitation, done carefully and prayerfully, can have many benefits. Name 4 or more ways home visitation supports public evangelism.

1. _____
2. _____
3. _____
4. _____

5. Who should do visitation?

- People who know the basic message and are willing and able to learn more.
- People who have a strong relationship with Christ.
- People who can relate to people.
- People who feel called to visit. Some who are initially frightened will do well with encouragement and training by an experienced mentor.

6. Visitation Skills

Probably the greatest fear regarding visitation is that we won't know what to say or how to answer questions. Remember that your presence and interest in them are of greater value than anything you say as long as you are loving and kind. As to questions, a good answer is always, "I don't know. But I will find out." This can even open up an opportunity to bring the pastor to meet with them. Here are some other hints:

- How to answer questions raised by the interest
 - Don't argue
 - Use two or three texts. Discuss and clarify briefly
 - Leave booklets, magazines and books on the subject
 - Put off answering questions not yet covered in the series (Encourage them to attend the upcoming meeting.)
- A key question to ask is what do you think?
- Never ask direct questions or questions to which you might get a "No" answer
- How to spot a real interest
 - Enthusiasm
 - Recent lifestyle changes during the meetings
 - Willingness to tell you how they are enjoying the meetings
 - The type of questions they ask

7. Timing of visits. Generally there will be four principle visits, and more if necessary. Explain when these visits will occur.

- _____
- _____
- _____
- _____



The first visit is primarily a get-acquainted visit. Learn what you can about the person, but do not interrogate them. Ask how they like the meetings and encourage attendance. If they have complaints about the meetings, thank them. If there is a misunderstanding, you might clarify what happened, but do not be defensive.

The second visit should again be friendly, and you should commend them for their attendance. If they have missed meetings, help them get that information. Answer any questions. If you cannot, tell them that you will find the answer.

On the third visit as always, friendship is most important. Even if the person is not baptized now, if you maintain a friendship, it may come later. Repeat the same procedure as in visits one and two, commending them for their attendance and helping them to understand or make up any missed material.

The fourth visit should be one of celebration and the beginning of many more as you help the new member become part of the church family. Congratulate those baptized. Have a time of prayer, helping the new member gain confidence. Begin the discipling program, introducing the person to the church and its own particular language, rituals and culture.

If the person you are visiting is not yet baptized, help him or her identify the reason.

- You can offer solutions, sharing with them what was done for them at Calvary.
- Share what you believe are the benefits of the right choice and the consequences of wrong choice. But again, do not pressure.
- Tell them you will continue to pray for them and hope to continue to visit. Repeat the prayer pattern of previous visits.
- The Holy Spirit can still work. Invite the person to attend church, and try to continue Bible studies.

8. Visits regarding specific topics

A. Decision to accept Christ on last visit. When visiting people who accept Christ as their personal Savior, be sure to...

- Acknowledge the response they made
- Review the plan of salvation briefly
- Be sure they are ready to make this commitment
- Expect them to make it

B. Sabbath doctrine visit. Before the Sabbath doctrine is presented, visit to see if they have questions on any past subject. Make sure they are clear on what has been presented and have accepted it, especially the following:

- Deity of Christ
- Salvation by grace
- Acceptance of Christ
- Principles of interpretation—outline of prophecy
- The little horn

C. The question of smoking. If the baptismal candidate smokes, there are several ways to help. Is there a desire to quit smoking? Be sure the decision is firm. Share literature on how to stop smoking. Share promises on overcoming.

- 1 Corinthians 15:57 God wants to give victory
- Romans 13:14 Make no provision for the flesh
- 1 Corinthians 10:13 Victory *in* temptation, not *from* temptation

9. Decision in the Meeting. Effective appeals take time. Allow between 10% and 20 % of the total presentation time. People can be asked to respond in various ways. These include:

- Raise hand while still sitting
- Write on card
- Stand
- Raise hand while standing
- Bring card to decision center
- Come to the altar

10. Seven strategies. There are seven strategies for helping people make decisions. They can be used singly or in combination—during the sermon or in the home.

1. Step ladder. (John 4:7-26) This leads prospect step by step. An example would be, "All who want to say 'Thank You, Jesus, for showing me your truth,' stand to your feet." Later, you might say, "Raise your hand to say, 'Lord, help me to be obedient and keep your Sabbath holy.'" Follow this by saying, "All who really mean it, come to the altar."
2. Benefits. (Matt. 19:29) Show the benefits to be enjoyed by making that decision.
3. Opposite alternatives. (Deut. 30:19) Contrast the blessings of obeying Jesus with the curses of following Satan.
4. Parallel alternatives. This is the converse of the previous strategy. The prospect is given two positive alternatives from which to choose. *Example:* Baptism on Wednesday night or on Sabbath morning.
5. Social justice. (John 3:16) *Principle:* One action deserves a corresponding reaction. *Application:* Since Jesus loves me, He gave His life for me. Because I love Him, I will now give my life to Him.
6. Cognitive consistency. (John 14:15) *Concept:* The prospect may be positive to Christ but negative to the Sabbath. The task is to show that Christ is positive to the Sabbath. If the prospect stays positive to Christ and is convinced that Christ is positive to the Sabbath, then the prospect will tend to be positive to the Sabbath to maintain cognitive consistency. *Application:* Tie the beloved Christ to His unloved command so closely that while accepting one, the prospect is bound to accept the other.



CHAPTER 13

THE BAPTISMAL SERVICE



THE ONE WHO ADMINISTERS THE ORDINANCE OF BAPTISM SHOULD SEEK TO MAKE IT AN OCCASION OF SOLEMN, SACRED INFLUENCE UPON ALL SPECTATORS. EVERY ORDINANCE OF THE CHURCH SHOULD BE SO CONDUCTED AS TO BE UPLIFTING IN ITS INFLUENCE. NOTHING IS TO BE MADE COMMON OR CHEAP, OR PLACED ON A LEVEL WITH COMMON THINGS. OUR CHURCHES NEED TO BE EDUCATED TO GREATER RESPECT AND REVERENCE FOR THE SACRED SERVICE OF GOD.

PASTORAL MINISTRY, P. 164



BAPTISM IS A SYMBOL OF DEATH to the old life and the beginning of a new life in Jesus Christ. It demonstrates a person's desire to become a member of God's family. It shows a willingness to receive the Holy Spirit and to use the gifts of the Spirit in ministry to others.

Those giving evidence of having experienced the new birth and who are enjoying a spiritual experience in the Lord Jesus are prepared for baptism and church membership. Each candidate for baptism should receive instruction in the fundamental teachings of the Adventist church before being baptized. Our Lord Jesus Himself gives this clear guideline, "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19, 20 (NIV)

Although the church does not insist on rebaptism of those coming from other religious communions who have already been baptized by immersion and who have lived consistent Christian lives in harmony with the light they then had, if desired, rebaptism is encouraged.

Baptism may be held indoors or outdoors, wherever there is sufficient water to immerse a person. The ceremony should be conducted appropriately, in good taste and in a safe location.

Explain to the candidate for baptism that the baptism will be done by immersion and that the deacons and deaconesses will assist them in this service. Dark colored (white can be immodest when it is wet) robes of suitable heavy material are helpful, but if they are not available, the candidates should be encouraged to dress in such a manner that they will be modestly attired. The candidate will need to bring a towel and a change of clothing, with a swimming cap for women or whatever is necessary for her to fix her hair.



PLANNING THE SERVICE

Songs of praise and testimony, a time of rejoicing and prayer, and encouragement in the Word are appropriate at a baptismal service.

Candidates for baptism should be given the opportunity to affirm their acceptance of the doctrinal beliefs of the Seventh-day Adventist Church in the presence of the church or an appointed committee. This may be done prior to the baptism. The church body should be asked to vote on the acceptance of the candidates into the church, subject to baptism.

After the baptismal ceremony, new members should be extended the right hand of fellowship, followed by a few words of welcome by the pastor or elder in behalf of the entire church. A Certificate of Baptism may be presented to the candidates. Other gifts may be given, perhaps a book, in memory of that day.

Some churches invite the Special Friends or Guardians of each candidate to come up after the baptism and read with them the charge for the newly baptized. They also have a special prayer for them, asking the Lord to send His Spirit upon them in a special way.

AFFIRMATION OF BELIEF

According to the *Church Manual*, "Candidates for baptism or those being received into fellowship by profession of faith shall affirm their acceptance of the doctrinal beliefs of the Seventh-day Adventist Church in the presence of the church or other properly appointed body. The minister or elder shall address the following questions to the candidate(s), whose reply may be by verbal assent or by raising the hand."¹

1. Do you believe there is one God; Father, Son, and Holy, Spirit, a unity of three co-eternal Persons?
2. Do you accept the death of Jesus Christ on Calvary as the atoning sacrifice for your sins and believe that by God's grace through faith in His shed blood you are saved from sin and its penalty?
3. Do you accept Jesus Christ as your Lord and personal Savior, believing that God, in Christ, has forgiven your sins and given you a new heart, and do you renounce the sinful ways of the world?
4. Do you accept by faith the righteousness of Christ, your Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving, Christ-centered life in your home and before the world?
5. Do you believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian? Do you covenant to spend time regularly in prayer and Bible study?
6. Do you accept the Ten Commandments as a transcript of the character of God and a revelation of His will? Is it your purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires the observance of the seventh day of the week as the Sabbath of the Lord and the memorial of Creation?
7. Do you look forward to the soon coming of Jesus and the blessed hope when "this mortal shall...put on immortality"? As you prepare to meet the Lord, will you witness to His loving salvation, and by life and word help others to be ready for His glorious appearing?
8. Do you accept the biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church?
9. Do you believe in church organization? Is it your purpose to support the church by your tithes and offerings and by your personal effort and influence?
10. Do you believe that your body is the temple of the Holy Spirit; and will you honor God by caring for it, avoiding the use of that which is harmful; abstaining from all unclean foods; from the use, manufacture, or sale of alcoholic beverages; the use, manufacture, or sale of tobacco in any of its forms for human consumption; and from the misuse of or trafficking in narcotics or other drugs?

¹ *Seventh-day Adventist Church Manual*, Revised, 2010, 18th ed., Baptismal Vow, pp. 27, 28.

11. Do you know and understand the fundamental Bible principles as taught by the Seventh-day Adventist Church? Do you purpose, by the grace of God, to fulfill His will by ordering your life in harmony with these principles?
12. Do you accept the New Testament teaching of baptism by immersion and desire to be so baptized as a public expression of faith in Christ and His forgiveness of your sins?
13. Do you accept and believe that the Seventh-day Adventist Church is the remnant church of Bible prophecy and that people of every nation, race, and language are invited and accepted into its fellowship? Do you desire to be a member of this local congregation of the world church?

LEADING THE SERVICE

The minister serves as the spiritual leader and advisor of the church. The minister, with the assistance of the elders, is expected to plan for and lead out in all spiritual services of the church. Working closely with the ordained minister and the church leadership is important in planning the baptismal service.

In the absence of an ordained pastor, the elder may request the president of the conference or mission to arrange for the administration of the rite of baptism to those desiring to unite with the church.

CONTINUING SUPPORT

Continued unconditional love and friendship are very important to the new believer. A fellowship meal after the baptism will give the candidates time to share the joy of fellowship and praise. A spiritual guardian or guardians may be chosen to keep in touch with the candidate for encouragement and friendship. If the candidate is not already a part of a small study group, assisting him or her to find a group will be a blessing.



HANDOUT

CHAPTER 13. THE BAPTISMAL SERVICE

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "The one who administers the ordinance of baptism should seek to make it an occasion of solemn, sacred influence upon all spectators. Every ordinance of the church should be so conducted as to be _____
_____. Nothing is to be made common or cheap, or placed on a level with _____. Our churches need to be educated to greater respect and reverence for the sacred service of God." *Pastoral Ministry*, p.164

2. Location. Baptism may be held indoors or outdoors, wherever there is sufficient water. The ceremony should be conducted appropriately, in good taste, and in a safe location.

3. Planning the service

- Songs of praise and testimony, a time of rejoicing and prayer, and encouragement in the Word are appropriate at a baptismal service.
- Candidates for baptism should be given the opportunity to affirm their acceptance of the doctrinal beliefs of the Seventh-day Adventist Church in the presence of the church or an appointed committee. This may be done before the baptism. The church body should be asked to vote on the acceptance of the candidates into the church, subject to baptism.
- After the baptismal ceremony, new members should be extended the right hand of fellowship, followed by a few words of welcome by the pastor or elder in behalf of the entire church. A Certificate of Baptism may be presented to the candidates perhaps along with a book in memory of the day.
- Some churches invite the Special Friends of each candidate to come up after the baptism and read with them the charge for the newly baptized. They also have a special prayer for them, asking the Lord to send His Spirit upon them in a special way.

4. Affirmation of belief

According to the *Church Manual*, "Candidates for baptism or those being received into fellowship by profession of faith shall affirm their acceptance of the doctrinal beliefs of the Seventh-day Adventist Church in the presence of the church or other properly appointed body. The minister or elder shall address the following questions to the candidate(s), whose reply may be by verbal assent or by raising the hand."¹

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- Do you accept Jesus Christ as your Lord and personal Savior, believing that God, in Christ, has forgiven your sins and given you a new heart, and do you renounce the sinful ways of the world?
- Do you accept by faith the righteousness of Christ, your Intercessor in the heavenly sanctuary, and accept His promise of transforming grace and power to live a loving, Christ-centered life in your home and before the world?
- Do you believe that the Bible is God's inspired Word, the only rule of faith and practice for the Christian? Do you covenant to spend time regularly in prayer and Bible study?
- Do you accept the Ten Commandments as a transcript of the character of God and a revelation of His will? Is it your purpose by the power of the indwelling Christ to keep this law, including the fourth commandment, which requires the observance of the seventh day of the week as the Sabbath of

¹ *Seventh-day Adventist Church Manual*, Revised, 2010, 18th ed., Baptismal Vow, pp. 27, 28.

the Lord and the memorial of Creation? Do you look forward to the soon coming of Jesus and the blessed hope when “this mortal shall...put on immortality”? As you prepare to meet the Lord, will you witness to His loving salvation, and by life and word help others to be ready for His glorious appearing?

- Do you accept the biblical teaching of spiritual gifts and believe that the gift of prophecy is one of the identifying marks of the remnant church?
- Do you believe in church organization? Is it your purpose to support the church by your tithes and offerings and by your personal effort and influence?
- Do you believe that your body is the temple of the Holy Spirit; and will you honor God by caring for it, avoiding the use of that which is harmful; abstaining from all unclean foods; from the use, manufacture, or sale of alcoholic beverages; the use, manufacture, or sale of tobacco in any of its forms for human consumption; and from the misuse of or trafficking in narcotics or other drugs?
- Do you know and understand the fundamental Bible principles as taught by the Seventh-day Adventist Church? Do you purpose, by the grace of God, to fulfill His will by ordering your life in harmony with these principles?
- Do you accept the New Testament teaching of baptism by immersion and desire to be so baptized as a public expression of faith in Christ and His forgiveness of your sins?
- Do you accept and believe that the Seventh-day Adventist Church is the remnant church of Bible prophecy and that people of every nation, race, and language are invited and accepted into its fellowship? Do you desire to be a member of this local congregation of the world church?

5. Leading the service

The minister serves as the spiritual leader and advisor of the church. The minister, with the assistance of the elders, is expected to plan for and lead out in all spiritual services of the church. Working closely with the ordained minister and the church leadership is important in planning the baptismal service.

In the absence of an ordained pastor, the elder may request the president of the conference or mission to arrange for the administration of the rite of baptism to those desiring to unite with the church.

6. Continuing support

Continued unconditional love and friendship are very important to the new believer. A fellowship meal after the baptism will give the candidates time to share the joy of fellowship. A spiritual guardian/friend may be chosen to keep in touch with the candidate for encouragement and friendship. If the candidate is not already a part of a small study group, assisting him or her to find a group will be a blessing.



CHAPTER 14

DISCIPLING NEW BELIEVERS



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 FOR THOSE WHO HAVE CONSCIENTIOUSLY WITHDRAWN FROM OTHER CHURCHES FOR THE TRUTH'S SAKE, AND THUS CUT THEMSELVES OFF FROM THE PASTORAL LABOR TO WHICH THEY HAVE BEEN ACCUSTOMED. THE CHURCH HAS A SPECIAL RESPONSIBILITY LAID UPON HER TO ATTEND TO THESE SOULS WHO HAVE FOLLOWED THE FIRST RAYS OF LIGHT THEY HAVE RECEIVED; AND IF THE MEMBERS OF THE CHURCH NEGLECT THIS DUTY, THEY WILL BE UNFAITHFUL TO THE TRUST THAT GOD HAS GIVEN THEM.

REVIEW AND HERALD, APRIL 28, 1896. EVANGELISM, P. 351.



DISCIPLING NEW BELIEVERS IS a very important part of evangelism, so important that a discipleship program should be carefully planned before starting any kind of outreach. Friendships formed during small groups, seminars, or an evangelistic series must be maintained after baptism. We can do a wonderful work of involving new believers in church activities, creating bonds that will strengthen as we grow together spiritually.

Women love babies. And most of the care for babies is done by women. So it seems entirely appropriate that women should be involved in the process of discipling. But any woman who has had a baby will also tell you that giving birth is painful and raising children is hard work.

Giving Bible studies is also hard work. Evangelism is hard work. We probably would do it less often if it were not for the joy of seeing someone accept Christ. Angels shout for joy. But just as we do not abandon a baby at birth, we must not abandon the newly baptized soul.

In Matthew 28, Jesus tells us to do four things: 1.) go; 2.) make disciples; 3.) baptize; and 4.) "Teach them to obey everything I have commanded you." As a church we do well with numbers one and three; we do fairly well with number four before baptism. But after baptism, perhaps we do not teach or disciple very well.

In 1 Corinthians 3:2, Paul calls the Corinthians "mere infants in Christ." He adds, "I gave you milk, not solid food, for you were not yet ready for it." We must not assume that just because people are baptized, they are mature Christians, fully understanding all the truths that are familiar to us. We must continue to teach



them, be their friends, and model the joy of salvation. We must involve them in church activities, creating strong bonds. And we must teach them how to prepare others for baptism.

“ 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 FOR THOSE WHO HAVE CONSCIENTIOUSLY WITHDRAWN FROM OTHER CHURCHES FOR THE TRUTH’S SAKE, AND THUS CUT THEMSELVES OFF FROM THE PASTORAL LABOR TO WHICH THEY HAVE BEEN ACCUSTOMED.
EVANGELISM, P. 351 ”

“ AFTER INDIVIDUALS HAVE BEEN CONVERTED TO THE TRUTH, THEY NEED TO BE LOOKED AFTER THESE NEWLY CONVERTED ONES NEED NURSING, – WATCHFUL ATTENTION, HELP, AND ENCOURAGEMENT. THESE 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 APPORTIONED TO EVERY MAN IN DUE SEASON.
EVANGELISM, P. 351 ”

HELPING NEW MEMBERS FEEL AT HOME

People resist change. Change is hard. But when people are baptized, we ask them to change churches, or if they have not been a church member, to make an even harder change. We ask them to change their day of worship, what they eat and drink, their recreation, sometimes their friends, and perhaps even their job. We need to be patient and helpful, staying close to them during this process.

One of the best ways to help them face all this change, to help them become mature Christians, is to be their friend or make sure they have new friends in the church. Studies show that people need to have at least five friends in a church or organization before they feel at home and are willing to stay. An important part of discipling is helping new members make friends. Here are some ways you can help.

- Have a new member committee, responsible for the integration of new members. They may also assign special friends to each new member, and monitor them to see that they are functioning well.
- A new member banquet once or twice a year where new members are featured. The special friends could introduce new members to the congregation, mentioning their interests, hobbies, and how they came into the church, etc. This committee should include new members.
- New member visitation once a week during the first month, then once a month for the first year. Share special books, such as morning watch books, Spirit of Prophecy books, or magazines.
- Watch for any indication of problems, such as absence from Sabbath School or church, or a failure to make friends. Don’t be surprised at what some may do even after baptism. It is difficult to change one’s lifestyle overnight. Be kind. Never condemn. Stay close. Encourage. Keep them reading and studying.

“
When I taught the Discipling class in our district, I prepared a reduced size of the Bible studies so that there were four studies on each page and our members could carry them in their Bibles for handy reference on any topic.
”

Ione Richardson

INVOLVING NEW MEMBERS IN CHURCH GROUPS

Pair new believers with someone close to them in age or interests, or with a friendly family. If someone is already close to them, it is natural to pair them up as friends.

These friends need to be accountable to someone else who will make sure the friendship is beneficial to both. It is even better to provide two or more special friends in case one friendship doesn't "take."

An excellent introduction to the church is a New Believers' Retreat. This can be conference wide or local. Many aspects of the Seventh-day Adventist lifestyle and attitudes are easily and pleasantly accepted in a retreat setting. It's easier to learn how to keep the Sabbath when you are celebrating it with others. It is more fun to try out a new diet when you do it with others.

Wonderful friendships are formed that help new members truly feel at home. A support network of friends will help them be accountable and will help them weather major changes. It is a pleasant medium for training and equipping new members to become active in reaching others.

Inviting new members to Sabbath dinner or lunch is also important. A weekly pot luck at church for visitors and new and old members helps build friendships with more mature members. But sometimes those who are shy, unattractive, or different are ignored and have a hard time making friends. They may be more apt to leave the church.

A better solution may be for families or singles to invite new members to their homes for meals and friendship. Focus on friendship rather than entertainment. Inviting people over and showing them kindness, love and attention is more important than worrying about the food. At other times you may enjoy activities together that do not involve food.

TRAINING AND EQUIPPING NEW MEMBERS

A person is not really a full participating member until he/she becomes a reproducing disciple. If we want disciples in our churches, we will need to teach them before the baptism, and teach and train them afterwards. This training will include several aspects.

- Further classes on doctrines. People cannot absorb the whole Seventh-day Adventist message the first time they hear it. They must hear it again and again.
- Special classes for new believers. These could be held during Sabbath school class time, prayer meeting, or on Sabbath afternoon, any time convenient for the new believers. They could follow Bible Study guides not used before they were baptized, or some of the full message seminars, or the *28 Fundamental Beliefs*, etc. New members could even invite friends, families, or neighbors to these seminars.
- Guidance in how to study the Bible and pray. An experienced Bible student and Christian could study some of the excellent books and seminars with them. But above all, actually study the Bible and pray with them, first modeling how it is done and then helping them choose the Bible topics, books, or chapters to study and coaching them. Help them focus on finding out what God is like, what His character is like, and how we can become like Him.
- It is also important to help them become accountable to others in their spiritual life. A small group can be a favorable atmosphere for helping people become accountable to each other and to lovingly encourage them in their efforts to change their lifestyles.
- The greatest witnessing potential for new believers is during their first three years in the church. After that, many of their friends will be church friends, and they may have less contact with people outside of the church.



- Help new members learn to give a gospel presentation and to share their own experience in accepting Christ. This can easily be learned in a small group situation. Give pointers, as they learn new Bible truths, on how to tactfully share what they have learned.
- Provide opportunities to bring their friends, relatives, and neighbors to non-threatening events, seminars and ministries that are held or sponsored by the church, as well as Bible studies, small groups or seminars in their homes.
- Prayer meeting can be evangelistic and an opportunity for them to invite their extended family. Hold on-going classes on witnessing. You can use some of the materials available in your division or country, or even the some of the material in this manual.
- Provide opportunities for them to witness as you train them in classes. Take them along as apprentices in your witnessing. First model the witnessing and then encourage them to try. Be encouraging.

We must not expect all new members to witness in exactly the same way or to work in the same ministries as other members. God has given each believer spiritual gifts, talents and abilities for “the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ.” Eph. 4:12, 13. These talents and gifts are not for us to waste on ourselves; they are for finishing and proclaiming the Gospel.

When our new members are encouraged and trained to discover their own spiritual gifts and use them in a ministry that fits their gifts, they will have great joy and satisfaction and will bless the church and the community. We can help new members discover their spiritual gifts through spiritual gifts seminars or classes.

Not only must we provide opportunities for new members to discover their spiritual gifts, but we must also be sure we quickly involve them in a ministry or task that fits their gifts. This should be one part of our overall plan for discipling. And our plans for discipling must be included from the beginning in our comprehensive planning for evangelism.

LIFE STYLE CHANGES

It will take time for new members to changes their lifestyles, to modify their eating, exercise and other health habits. Guidance will help them in these areas. Usually new members are anxious and willing to make these changes with proper tactful modeling and encouragement. It is not enough to just tell the people to change their diet; we must show them how and invite them to our homes for meals, even inviting them to share in the preparation.

When you talk about lifestyle changes, do not magnify what they are giving up, but focus on what they are gaining from embracing new patterns. As you hold health seminars for new members, you can encourage them to invite family members to attend the seminars. (See suggestions in “Preparing the Community,” Chapter 3)

One of the most difficult life style changes, of course, is keeping the Sabbath. Time should be spent discussing why God gave us the Sabbath. We must emphasize over and over again that *God gave us the Sabbath so that we could have quality time with Him to develop a strong intimate relationship with Him.*

Take time one-on-one and in classes or seminars explaining how you prepare for the Sabbath, and some of the activities Adventists enjoy. Focus on the positive.

One of the best ways to show new members how you keep the Sabbath is to let them keep it with you. Invite them over for Friday sundown worship. Have them over for Sabbath meals, and take them with you Sabbath afternoon as you minister to others, worship together, go out in nature, and finally close the Sabbath together. (A special friend or mentor could be the one who does this with the new member, or it could be a group of people who spend time with the new member.)

QUESTIONS NEW BELIEVERS ASK

- *How does one keep the Sabbath?* You have a perfect opportunity to study what the Bible says about Sabbath keeping. It is important to follow up with an invitation to be with you and your family for several Sabbaths.
- *What is one of the best ways to tell my family about what I have learned?* This offers an opening to train new members in witnessing. Encourage them to be tactful in their witnessing, and to present topics in order so as not to create undue antagonism. Give them appropriate literature to share with their family. Go with them and support them as they witness. Mentor them in the witnessing process.
- *My family is angry with me for joining the church. What do I do now?* Encourage them with your or others' experiences meeting antagonism and later becoming reconciled. You and your local church will need to be that person's family for as long as needed.
- *I have lost many of my friends because of the drastic changes in my life. What do I do?* This is why it is so important to help them build a network of friends in the church even before they join. This may mean that we will want to become one of their friends. We must help them with that support during this hard time. A small group can be especially supportive.
- *I would like to (golf) on the Sabbath. Is it OK to do that?* Here is your opportunity to educate your new member positively about Sabbath observance and invite them over to keep the Sabbath with you. Be sure to be a non-condemning listening ear, remembering that we cannot force choices.
- *Do you have a school where I could send my children?* Give them information on the nearest SDA school. Better yet, take them over to talk to the teachers and principal, and tour the school. It may be the church will have to raise money to help new members send their children to an Adventist school, but it is a wonderful investment and the very best type of evangelism.

CRISES NEW MEMBERS MAY FACE, WITH POSSIBLE SOLUTIONS

Crisis of discouragement. S/he fails to live up to the high standards in the church.

Symptoms. Absenteeism at church, or any other change in attendance.

Solution. Can often be helped if the crisis can be detected quickly. Hope can be given with a phone call, an encouraging word, a prayer, a note, or a visit.

Crisis of integration. S/he fails to make friends in the new church.

Symptoms. Arrives late at church, sits alone, rarely attends the social functions, keeps to himself.

Solutions. S/he will need personal attention immediately to help in making friends in the church. Be sure to provide personal invitations to meals and socials, visits by members, phone calls. Warm, loving people need to surround this new member.

Crisis of lifestyle. S/he fails to integrate the value systems of scripture and the church into his/her lifestyle. This can happen from one to one and a half years after baptism.

Symptoms. Does not attend Sabbath school or prayer meeting and seems to have an overall superficiality about her/his Christian experience.

Solutions. This member needs meaningful devotional periods. One-on-one or small group Bible study, prayer and witnessing may help this person experience spiritual growth.

Crisis of Leadership. S/he is discouraged over imperfections in church members.

Symptoms. This crisis is often expressed in criticism, gossip, breaking of confidences, or overall feelings of discouragement.

Solutions. One or two visits that focus on the divine foundation of the church, and the humanity of the leaders, may be enough to help these individuals. One major ingredient needed to help them through this period is love and caring.

Follow-up meetings also help. Provide a variety of meetings or services. Make prayer meetings evangelistic. Start small groups. Make certain that there are meetings for them to attend when your series is over. Have a Sabbath school class for new members.¹

¹ Adapted from material written by Leo Schreven.



HANDOUT

CHAPTER 14. DISCIPLING NEW MEMBERS

Directions: Fill in the blanks in the quotations below and answer the questions in the spaces provided.

1. "Those who have newly come to the faith should be _____ and _____ 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 for those who have conscientiously _____ for the truth's sake, and thus cut themselves off from the pastoral labor to which they have been accustomed. The church has a special responsibility laid upon her to _____ who have followed the first rays of light they have received; and if the members of the church neglect this duty, they will be unfaithful to the trust that _____ has given them." *Review and Herald*, April 28, 1896. *Evangelism*, p. 351.

2. Plan early. Discipling new believers is so important that a discipleship program should be carefully planned before starting any kind of outreach. Friendships formed during small groups, seminars, or an evangelistic series must be maintained after baptism. With a strong program for discipling new believers, we can do a wonderful work of involving them in church activities.

We must not assume that just because people are baptized, they are mature Christians, fully understanding all the truths familiar to us. We must continue to teach them, be their friends, and model the joy of salvation. We must involve them in church activities and teach them how to prepare others for baptism.

3. Social involvement. Name 2 types of social activities your church could use to help integrate new members.

1. _____
2. _____

4. Training and Equipping New Members. A person is not a fully participating member until s/he becomes a reproducing disciple. If we want disciples, we will need to teach them before the baptism, and teach and train them afterwards. This training will include several aspects.

- Further classes on doctrines. People cannot absorb the whole Seventh-day Adventist message the first time they hear it. They must hear it again and again.
- Special classes for new believers, held during Sabbath school class time, prayer meeting, or any time convenient for the new believers. They could invite friends, families, or neighbors to these seminars.
- Guidance in how to study the Bible and pray. An experienced Bible student could study with them. Above all, actually study the Bible and pray with them. Focus on learning what God is like and how we can become like Him.
- Help them become accountable to others in their spiritual life. A small group helps people become accountable to each other and lovingly encourages their efforts to change their lifestyles.
- The greatest witnessing potential for new believers is during their first three years in the church. After that, many of their friends will be church friends, and they may have less contact with people outside the church.
- Help new members learn to give a gospel presentation and to share their own experience in accepting Christ. Give pointers on how to tactfully share what they have learned.

- Provide opportunities to bring friends, relatives, and neighbors to seminars and ministries held or sponsored by the church, as well as Bible studies or seminars in their homes.
- Prayer meeting can be evangelistic, an opportunity to invite extended family. Hold on-going classes on witnessing with materials that are available in your division or in this manual.
- Provide opportunities to witness. Take them along as apprentices in your witnessing. Model the witnessing; then encourage them to try.

5. Life Style Changes. It takes time for new members to change their lifestyle. Usually new members are anxious and willing to make these changes with proper tactful modeling and encouragement. But it is not enough to just tell people to change; we must show them how.

When talking about lifestyle changes, do not magnify what they are giving up; focus on what they are gaining. When holding health seminars for new members, encourage them to invite family members.

6. Sabbath-keeping. Describe 4 ways to help new members become familiar with the joys and activities of Sabbath observance.

1. _____
2. _____
3. _____
4. _____

7. Questions New Believers Ask.

- *How does one keep the Sabbath?* Here is an opportunity to study what the Bible says about Sabbath keeping. Follow with an invitation to join you and your family for several Sabbaths.
- *What is one of the best ways to tell my family about what I have learned?* This offers an opening to mentor new members in witnessing. Encourage them to be tactful in their witnessing, and to present topics in order. Give them appropriate literature to share with their family. Go with them and support them as they witness.
- *My family is angry with me for joining the church. What do I do now?* Encourage them with your or others' experiences meeting antagonism and later becoming reconciled. You and your local church will need to be that person's family for as long as needed.
- *I lost many friends because of the drastic changes in my life. What do I do?* This is why it is so important to help them build a network of friends in the church even before they join. A small group can be especially supportive.
- *I would like to (golf) on the Sabbath. Is it OK to do that?* Here is your opportunity to educate new members positively about Sabbath observance and invite them to keep the Sabbath with you. Be a non-condemning listener, remembering that we cannot force choices.
- *Do you have a school where I could send my children?* Give them information on the nearest SDA school. Better yet, take them to talk to the teachers and principal, and tour the school. The church may have to raise money to help new members send their children to an Adventist school, but it is a wonderful investment and the very best type of evangelism.



CHAPTER 15

EVALUATION



ONCE THE BIBLE STUDY, small group, or evangelistic series has ended, and the follow up events are completed, what happens next? Do you slip back into your ordinary routine, or do you take time to evaluate and learn from the success and mistakes? A wise leader always evaluates and thus improves.

There are several types of evaluation. At the beginning of any small group, seminar, Bible study, or evangelistic effort, the team should make a list of goals and objectives. Periodically during the ministry, take time to evaluate. How well are you fulfilling these goals and objectives? And at the end of the event, conduct a detailed evaluation. Try to involve every team member in this process, and share the information so it may be used to improve future events.

Although evaluations look at specific aspects of the event, there are several underlying questions.

- What have we done that we feel is successful? How could we improve it even more?
- What would we do differently? What have we left out? What needs to be added? Changed? Eliminated?

EVALUATION FORM

The evaluation form included in this manual (See Appendix M) is quite detailed, but it will help you identify strengths and weaknesses if everyone is honest and thorough in filling it out. Do all you can to insure openness, trust, and confidentiality. For written forms, it is usually best not to have those responding give their names, although the sample evaluation does have space for a name.

Some items may not be relevant to your evangelism event. Adapt the form as needed. The final three questions could be used separately for an evaluation in almost any situation.

Remember that evaluation is a valuable tool for growth and improvement. Work with the evangelistic team in analyzing the information from the evaluation forms. Pray for wisdom, and decide on specific improvements that can be made in the future. Prepare a report and use these ideas to make the next event even more successful, to God's glory!



HANDOUT

CHAPTER 15. EVALUATION

Once the Bible study, small group, or evangelistic series has ended, and the follow up events are completed, what happens next? Do you slip back into your ordinary routine, or do you take time to evaluate and learn from the success and mistakes? A wise leader always evaluates and thus improves.

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Evaluation form:

- The evaluation form included in this manual (See Appendix M) is quite detailed, but it will help you identify strengths and weaknesses if everyone is honest and thorough in filling it out. Do all you can to insure openness, trust, and confidentiality.
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- Some items may not be relevant to your evangelism event. Adapt the form as needed. The final three questions could be used separately for an evaluation in almost any situation.

Remember:

- Evaluation is a valuable tool for growth and improvement.
- Work with the evangelistic team in analyzing the information from the evaluation forms.
- Pray for wisdom, and decide on specific improvements that can be made in the future.
- Prepare a report and use these ideas to make the next event even more successful, to God's glory!

APPENDIX A



QUOTATIONS FROM ELLEN WHITE ON CHRIST'S METHODS OF EVANGELISM

If you would approach the people acceptably, humble your hearts before God, and learn His ways. We shall gain much instruction for our work from a study of Christ's methods of labor and His manner of meeting the people....The words of the Master were clear and distinct, and were spoken in sympathy and tenderness. They carried with them the assurance that here was truth. It was the simplicity and earnestness with which Christ labored and spoke that drew so many to Him.—*Evangelism*, p. 53

In His discourses Christ did not bring many things before them at once, lest He might confuse their minds. He made every point clear and distinct.—*Evangelism*, p. 56

They were not to enter into controversies; this was not their work. They were to reveal and advocate the truth in their own characters, through earnest prayer and meditation revealing personal experience in genuine Christianity....They were to call the attention of their hearers to greater truths yet to be revealed. They were to cast the arrow, and the Spirit of God was to guide the shaft into the heart.—*Evangelism*, p. 59

There is a great work to be done yet, and every effort possible must be made to reveal Christ as the sin-pardoning Savior, Christ as the sin-bearer, Christ as the bright and morning star, and the Lord will give us favor before the world until our work is done.—*Evangelism*, p. 65

When the truth in its practical character is urged upon the people because you love them, souls will be convicted, because the Holy Spirit of God will impress their hearts.—*Evangelism*, p. 124

We are to present the truth in the way that Christ told His disciples to present it—in simplicity and love.—*Evangelism*, p. 143

But the most successful work is that which keeps self as much as possible out of sight. It is the work of giving line upon line and precept upon precept, here a little and there a little; coming close in sympathy with human hearts.—*Evangelism*, p. 152

There is a danger of passing too rapidly from point to point. Give short lessons, and often.—*Evangelism*, p. 152

Teach them how to surrender themselves to God, how to believe, how to claim the promises. Let the deep love of God be expressed in words of encouragement, in words of intercession. —*Evangelism*, p. 156

The truths that we hold in common should be dwelt upon first, and the confidence of the hearers obtained.—*Evangelism*, p. 165

The best way to expose the fallacy of error is to present the evidences of truth. This is the greatest rebuke that can be given to error.—*Evangelism*, p. 170

Christ seldom attempted to prove that truth is truth. He illustrated truth in all its bearings and then left His hearers free to accept or reject it, as they might choose. He did not force anyone to believe.—*Evangelism*, p. 171

All whose hearts are in sympathy with the heart of Infinite Love will seek to reclaim, and not to condemn.—*Evangelism*, p. 174



Those who seek to correct others should present the attractions of Jesus. They should talk of His love and compassion, present His example and sacrifice, reveal His Spirit, and they need not touch the subject of dress at all.... There is something richer to speak of. Talk of Christ, and when the heart is converted, everything that is out of harmony with the Word of God will drop off." —*Evangelism*, p. 272

More time should be devoted to patiently educating others, giving the hearers opportunity to express themselves. — *Evangelism*, p. 338

Tell those whom you visit the end of all things is at hand. The Lord Jesus Christ will open the door of their hearts, and will make upon their minds lasting impressions. Strive to arouse men and women from their spiritual insensibility. Tell them how you found Jesus, and how blessed you have been since you gained an experience in His service. Tell them what blessing comes to you as you sit at the feet of Jesus, and learn precious lessons from His Word. Tell them of the gladness and joy that there is in the Christian life. — *Evangelism*, p. 486

The subject of Christ's teaching was the word of God. He met questioners with a plain, 'It is written,' 'What saith the Scripture?' 'How readest thou?' At every opportunity when an interest was awakened by either friend or foe, He presented the word. — *Ministry of Healing*, p. 21

Christ's method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them 'Follow Me'.—*Ministry of Healing*, p. 143

As you seek to draw others within the circle of His love, let the purity of your language, the unselfishness of your service, the joyfulness of your demeanor, bear witness to the power of His grace.— *The Ministry of Healing*, p. 156

Consecrate yourself to God in the morning, make this your very first work. Let your prayer be, 'Take me, O Lord, as wholly Thine. I lay all my plans at Thy feet. Use me today in Thy service. Abide with me, and let all my work be wrought in Thee.—*Steps to Christ*, p. 70

Our watchword is to be, Onward, ever onward! Angels of heaven will go before us to prepare the way. Our burden for the regions beyond can never be laid down till the whole earth is lightened with the glory of the Lord. —*Evangelism*, p. 707

APPENDIX B

MEMBERSHIP SURVEY FORM



Name: _____
Last First

Address _____

Phone: _____
Home Work

Please check the activities in which you are willing and able to participate:

- | | | |
|---------------------------------------|--|-------|
| <input type="checkbox"/> Carpentry | <input type="checkbox"/> Mechanical | Other |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Painting | _____ |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Plumbing | _____ |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Sewing | _____ |
| <input type="checkbox"/> Elder care | <input type="checkbox"/> Telephone | _____ |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Transportation | _____ |
| <input type="checkbox"/> Food service | <input type="checkbox"/> Tutoring (language) | _____ |
| <input type="checkbox"/> Gardening | <input type="checkbox"/> Tutoring (reading) | _____ |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Yard work | _____ |

Please check the appropriate items in the list below to indicate your availability for Good Neighbor Plan projects:

- Sundays
- Weekdays
- Evenings
- Seasonal (Please specify) _____
- Other (Please specify): _____



APPENDIX C

RESOURCES



www.adventistwomensministries.org

The official site for the General Conference Women's Ministries.

www.nadwm.org

The official site for the North American Division Women's Ministries.

<http://www.gcchildmin.org>

The official site for the General Conference Children's Ministries

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.

www.adventistevangelism.com

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

www.nadei.com

The North American Division Evangelism Institute educates, equips and empowers for evangelistic ministry.

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 Shalin (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)

Thirty Days to a More Effective Prayer Life by Joe Engelkemier (available from 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)

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.



APPENDIX D



PROFILE OF EXTENDED FAMILY MEMBER/FRIEND

Name: _____

Occupation: _____

Age: _____ City of Birth: _____

Marital Status: Married Spouse's Name: _____
 Single
 Divorced
 Widowed

Children's Names and Ages: _____

Special Interests/Recreation: _____

Special Skills/Talents: _____

Special Problems/Concerns/Needs: _____

Religious Background: _____

Attitude toward Adventists: _____

Misconceptions about Adventists: _____

Knowledge of the Bible: _____

Other family/relatives who are Christians: _____

Other Adventists he/she knows well: _____

Other relevant information: _____

APPENDIX E

NEIGHBORHOOD SURVEY



Would your family benefit from a 5-day plan to stop smoking? _____

Would classes on nutrition, healthful cooking, or other health-related topics be of interest? _____

What topics? _____

Would you like to learn about weight control? _____

Are you interested in learning about world events and their relationship to Bible predictions? _____

Do you have any difficulty in understanding the Bible? _____

Would you like some helpful Bible study guides? _____

Is there some other way our church can be of help to you? _____

If so, in what areas? _____

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date _____

Name of Survey Taker _____



APPENDIX F

COMMUNITY RELIGIOUS SURVEY



1. In your opinion, is there a God? Yes No
2. Do you think there is life after death? Yes No
3. According to your understanding, who is Jesus?
 Son of God Savior of mankind Creator
 Prophet Good man not sure
4. Do you believe Jesus will come to earth again Yes No
5. Is there a Bible in your home? Yes No
6. Do you feel you understand the Bible as well as you would like? Yes No
7. What church do/did your parents attend? _____
8. Do you belong to the same church? Yes No
9. About how often are you able to attend church?
 Several times a week Weekly Monthly Seldom Never
10. In your opinion, how does one become a Christian? _____
11. If you had the opportunity, would you like to study the Bible more? Yes No

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Date _____

Name of Survey Taker _____

APPENDIX G

DOOR HANGER



Neighbors Praying for Neighbors

Just wanted to let you know how much we appreciate you as a neighbor. We have been praying for you and the rest of our neighbors regularly. We are seeing God's answers in many lives.

We are wondering whether you would like to join us in praying for the neighborhood? Or do you feel the need of God's work in a specific area of your life:

- Family
- Health
- Work
- Finances
- Join the neighborhood Prayer Group

Other _____

Hang this on your doorknob and we will come and pick it up on _____



APPENDIX H

PROJECT B=B: BIBLE EQUALS BAPTISM



IN THE VARIOUS BRANCHES OF THE WORK OF GOD'S CAUSE, THERE IS A WIDE FIELD IN WHICH OUR SISTERS MAY DO GOOD SERVICE FOR THE MASTER. MANY LINES OF MISSIONARY WORK ARE NEGLECTED. IN THE DIFFERENT CHURCHES, MUCH WORK WHICH IS OFTEN LEFT UNDONE OR DONE IMPERFECTLY, COULD BE WELL ACCOMPLISHED BY THE HELP THAT OUR SISTERS, IF PROPERLY INSTRUCTED, CAN GIVE. THE LABOURS OF SUCH CHRISTIAN WOMEN ARE NEEDED.

REVIEW AND HERALD, DEC. 10, 1914.



Several years ago, Edit Fonseca from the Southern Parana Conference, Brazil, dreamed of and began a Bible study program she called "Project B=B" or "Bible=Baptism." It has been highly successful and many have been baptized as a result all through South America. It is an excellent way to give women opportunities to work for their family, friends and neighbors in one on one Bible studies. This is how they conduct the program in South America.

First, there is prayer. In their Women's Ministries meetings, they pray about Project B=B specifically. They pray before, during the initial project, and as the project continues.

Next, they schedule an interview with the pastors/elders to explain the project and to negotiate the purchase of Bibles through the church or by other means.

Once there is approval for the program, they select the date to present the idea for this event. It should be presented on a Sabbath during the first part of the year so that there will be enough time to finish all of the Bible Studies by the end of the year. Preference could be given to one of the two special dates for Women's Ministry already on the church calendar:

1st Sabbath in March – International Women's Day of Prayer

2nd Sabbath in June – Women's Ministries Emphasis Day

Organizers then prepare their material, copying the Project B=B enrollment card to be handed to each person who will participate (See Appendix I.) After a date is finalized, they begin to advertise the date.

The program they plan can include testimonies, congregational singing, special songs, informative talks about Women's Ministries, local and worldwide Women's Ministries news, and interviews. The Women's Ministries director or another person speaks about the happiness of sharing Christ's message with others. It is good to include personal experiences of members who are giving Bible studies or holding evangelistic series, and the results of these efforts.

She immediately asks each person present (women, men, youth, elderly) to think of a relative or friend who would be happier if they studied the Word of God. She then explains that Women's Ministries has a plan to help reach this person, and she outlines the B=B program. She emphasizes that each person who participates takes a Bible, Bible study guides, and the baptismal certificate. The leadership and planning committee then invite each person to make a commitment to:



Perseverant and fervent prayers that are full of love and faith are an important part of the life of the people who dedicate themselves to the B = B project. What about the results? Each Bible results in a baptism. Happiness and joy shine in the eyes of those who teach and those who receive the Bible studies. They follow the simple steps for B = B and the program becomes a happy reality in the church

Vasti Viana



- Study the Bible with one person
- Prepare this person for baptism by the end of the year

The Bible and the Bible studies do not belong to the member who received them in church but to the person who needs to be reached by the message.

The name of the person who will receive the Bible studies will become part of the prayer list at the Wednesday evening worship and/or the women's prayer group's prayer list.

Each person who takes a Bible and Bible studies will be supervised in their missionary work by the Women's Ministries leader of the church, mission or conference, or her designated assistant. These directors will regularly send correspondence and bulletins, or they will maintain contact by phone. Whenever a doubt or difficulty arises during the studies, immediate help is available because of this regular contact.

The Bible study student is asked to study in the new Bible without underlining, marking or writing even his or her name. The Bible will belong to the student permanently only on the day of her or his baptism or graduation. (Some decide to be baptized long after studies end.)

When someone who is studying the Bible asks to be baptized, s/he should be directed to the pastor. Any doctrinal questions this person may have should be clarified. The baptismal service should be explained clearly to the new convert, and the baptismal form should be filled out.

Not only do the women have a special service to mark the beginning of Project B=B, but they also hold a special ceremony for the closing/baptismal service. They organize the Bibles and Bible studies on a front table. They have the Project B=B enrollment cards and the baptismal certificates on hand. The Bible should be wrapped in beautiful paper with a lovely bow and after the baptism given to the person who studied it. A Bible Marking Plan should be given with the Bible. You may want to write a dedication in the Bible or you could personalize it even more.



THE WOMEN'S MINISTRIES DIRECTORS CAN AND SHOULD ENTER IN A CONTRACT WITH THE CHURCH OR CONFERENCE TO RECEIVE THE NAMES AND ADDRESS OF PEOPLE WHO INDICATE AN INTEREST IN A VISIT OR WHO ARE TUNING IN TO SEVENTH-DAY ADVENTIST RADIO OR TV PROGRAMS. THESE PEOPLE WRITE REQUESTING VISITS AND STUDIES. WE CAN WORK WITH THESE PEOPLE IN THE PROJECT B=B.

VASTI VIANA



DEDICATION FOR THE BIBLE FOR PROJECT B=B

Congratulations! You have completed a series of studies of the Holy Scriptures. I know that Jesus has spoken to you through this Book and He has found a place in your heart. In the name of Women's Ministries, we would like to offer you this Bible. It is our desire that this Book continues to be a light in your path.

Church

Those in charge of the program request that those who took the Bible and the Bible studies remain in the front after they have heard the above instructions and have filled out and returned the Project B=B Enrollment card. All are asked to raise their Bible and the Bible Studies high. A Bible promise is read and if possible a picture is taken of the group. Then the pastor is invited to say a few words and to offer a prayer of consecration for the group and their work.

Then discipleship begins. After the baptism, a class of new members can be formed, or these new members can study individually. However, this time the study will be with the Bible Marking Plan. Students will be taught how to use this plan correctly. This reinforces the topics learned before baptism. It is also the beginning of preparing the new member to teach others.

At the end of the Bible Marking Plan study, there could be a graduation where the certificates for the completed course are given along with a new Bible and a series of the Bible studies, a Project B=B Enrollment card and a blank Baptismal Certificate so that the new member can continue the Project B=B cycle.



APPENDIX I



WOMEN'S MINISTRIES ENROLLMENT CARD

PROJECT B = B BIBLE = BAPTISM

Information on the individual who will receive studies

Name _____ Age _____

Marital status _____

Current religious affiliation _____

Is this person a member of a Sabbath School class? _____

Is this person a member of the Bible study class? _____

Instructor responsible:

Name _____

Your pastor's name _____

Name of the Seventh-day Adventist church you attend _____

APPENDIX J

PLANT A SEED MINISTRY



“ FOR IN THIS THE SAYING IS TRUE: ‘ONE SOWS AND ANOTHER REAPS’ ”
JOHN 4:38

These words were spoken by Jesus to His disciples as He stood watching the Samaritan woman and the people whom she had told about Jesus come running to see Jesus. The disciples had returned, bringing food for Jesus to eat. But Jesus did not want earthly food. Instead He said, “My food is to do the will of Him who sent Me, and to finish His work” (John 4:34 NKJV). Jesus knew His purpose on this earth was to do His Father’s will. Do you know God’s will for your life?

As Jesus looked at the large group of people coming toward Him, He told the disciples that the harvest they thought was in the future was actually ready right now, that very day (John 4:35). But the next words Jesus spoke are the ones I want to focus on. He said to them, “And he who reaps receives wages, and gathers fruit for eternal life, that both he who sows and he who reaps may rejoice together. For in this the saying is true: ‘One sows and another reaps’ ” (John 4:37, 38 NKJV).

What did Jesus mean by these words? When we think of the cycle of planting and harvesting, it is not hard to understand His illustration and its application. Some people will sow the seeds of the gospel in people’s lives, and others will reap the results of the work someone else has done. Do you fully understand the implications of what He is saying? Perhaps we have often felt that only certain people are called to sow the “good seed” of the gospel and also to do the reaping. We think of it as the work of just certain people, such as the pastor, the elders, evangelists, those gifted to do Bible Studies, or trained Bible Workers. Many of us never think that we ourselves may be called by God to be the ones who sow—or perhaps reap. Those tasks, those responsibilities, were for other people, we think. But a careful look at these verses in John may change our perspective. Jesus is saying that there are people who reap who never sowed the seeds. The question that comes to mind is, “Who did the sowing?” Whoever it was, they were focused on sowing. They did not mind that someone else would reap where they had sowed, that someone else got the credit. They were sowers, sharing the Good News of the Gospel.

Let’s look at another familiar text that talks about God’s purpose for our lives. “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit” (Matthew 28:19 NKJV). Here God is calling **all** believers, every one of us, to go and tell the world. No doubt the way we tell, the way we share the gospel, will vary. The gifts, talents, and abilities that God gives us vary. One person is a teacher, another a housewife, another a medical technician, another an architect. Whatever work you may be doing in order to pay the bills, remember that’s not your highest purpose. It is one avenue that God has given you to fulfill your life’s purpose, which is to “go” and tell the world about Jesus.

So the teacher tells her students through her kindness, her patience, her fairness. The housewife tells her family and her neighbors through her cooking, her hospitality, her concern for others, the example of her devotional life. A worker’s honesty, industry, calm temper, and even neatness, may preach a quiet sermon. And on and on.

There are many ways for us to plant seeds, but the best way is to plant seeds of love in the lives of people we meet. We may not know how to give a Bible Study. We may not know how to convince someone that the seventh day is the Sabbath. But we can all plant seeds of love in someone’s life. A stranger, a co-worker, a friend, a family member, a neighbor. That was Jesus’ method (*Ministry of Healing*, p. 143). He focused on loving people to His Father. He made genuine, caring friendships, and as a result people had confidence in Him. He cared about people enough that He did all He could to meet their needs. Jesus was planting seeds of love in people’s lives, and as a result hearts opened so that He could tell them about His Father. Jesus was planting seeds of love. Can you do this? Yes, all of us can.



Now you may wonder, how can I plant seeds in someone's life. Let me share some ideas.

- Do you love to read? You could visit the elderly in a Senior Citizens home and spend time reading to them. Visit the hospital and read to those who can't read for themselves. Someone in your neighborhood may be sick and would be happy for someone to read to them. That's planting seeds of God's love.
- Do you love to cook? You can cook some food for someone you know who is sick. Or someone who has lost a loved one. You can teach some of your neighbors or coworkers to cook food that is healthful. You can bake bread and take it to a homeless shelter or a new neighbor. That's planting seeds of love.
- Do you love to do crafts? You can make cards and give them to people whom you meet every day in the supermarket, the pharmacy, the hotel, the airport. Leave a card of thanks and encouragement for them with a few kind words and a text for their day. That's planting seeds of love.
- Are you elderly and unable to move around? You can take your telephone book and call some people each day and ask if you can pray for the problems in their lives. You'll be amazed at how many people will tell a total stranger their problems and let you pray for them. That's planting seeds of love.
- Say thank you to the car park attendant with a smile. That's planting seeds of love.
- Do you love to listen? Then take time to listen to people who are desperate to unload their pain and their problems. There are many who are desperate for someone to listen to them and validate their feelings. That's planting seeds of love.
- Volunteer to tutor some children in church or in your neighborhood who are having a difficult time keeping up in school. That's planting seeds of love.

You may never reap from the seeds you've planted. But that's okay. When God uses us to plant a seed of His love in someone's life, He will nurture it. He'll send the rain, His Holy Spirit, to help that little plant that grows from the seed. He'll send other people to add some plant food, to nurture the plant as it grows until it reaches maturity. And then God will send the reapers. You may never see these people, but that's okay. Jesus said, some will sow and some will reap.

Are you one who reaps or one who sows? Even if you feel that not many are called to reap, we are all called to sow. Every church member is called to be part of the great work of telling the world. The question is, what are you doing? May God help you discover your part—as sower or reaper. And once you know this, go out and use the gift, the ability, the talent, that thing you love to do, to reach souls for Jesus by planting seeds of love in their lives.

APPENDIX K

FINANCIAL GUIDELINES AND RECORDKEEPING



Here are guidelines for managing the financial recordkeeping.

- It is important to open a separate checking account for the evangelistic effort.
- You, or a designated treasurer, should care for all finances. Select someone who has proven financial ability.
- If the conference or mission provides financing, it should be given as an advance.
- Immediately deposit all funds into the account.
- Always pay by check or credit card. Never pay bills in cash
- Keep receipts for every expense.
- Two people should count the offering and put it in a safe place. Both need to sign their names testifying to the total. File the envelopes with your report.
- It may be best to ask for the offering just once a week, giving out the envelope a night in advance, and making a short offering appeal.

If you receive any funding from the conference, mission, church board, or other church source, you will have to report your expenses and income. Here are some helpful hints:

- Ask the conference or mission treasurer to explain the format for reporting. Follow instructions exactly.
- Fill out the report in detail.
- Record each expense in the evangelistic effort on the report by check number, putting the check number on the receipt as well.
- Turn in the report as soon as possible after the crusade is finished.
- Send the budget report to the appropriate ministerial secretary or treasurer.
- Be accurate.



APPENDIX L - 1



SAMPLE FORM FOR EVANGELISTIC BUDGET

Name of Pastor or Evangelist _____

Address _____

City where meeting is to be held _____ Population _____

Start date _____ Ending date _____ Number of Nights _____

Location/hall _____

Number of Prospects in Church File _____ SDA Membership _____

POSSIBLE SOURCES OF INCOME

Local contributors _____

Local or district offerings _____

Conference or Mission _____

Other sources:

Global Missions _____

Special Projects _____

Other _____

Offerings during meetings _____

(In North America you can estimate \$3-4.00 per week for each person attending. Your attendance will probably never equal more than your regular Sabbath morning attendance.)

APPENDIX L - 2

EXPENSE BUDGET FOR EVANGELISTIC EVENT

	INCOME	EXPENSE		INCOME	EXPENSE
Rental of meeting hall			Musicians Wage Mileage		
Rental of Lot for Tent, etc.					
Equipment Rental			Total Music Costs		
Estimated Utilities					
Advertizing Handbills, brochures			Film Rentals, videos, etc		
Newspaper			Decorations		
Letters (including VOP, FFT, It is Written, Breath of Life, etc.)			Board and room for evangelistic team		
Postage			Miscellaneous		
Pictures			Total Miscellaneous		
Signs and Posters			Total Estimated Expense		
Radio and TV			Estimated Income		
Other advertizing			Estimated Offerings		
Literature			Pre-Crusade pledges and cash by members		
Tracts					
Bibles			Total Estimated Income		
Attendance Awards			Conference Appropriation needed		
Baptismal					
Total Literature					



APPENDIX M

EVALUATION FORM



Description of the Evangelistic Event _____

Meeting dates, time of meeting _____

Location _____

APPROVAL

Got prior approval from:	Date approval received (approximate)
Pastor	_____
Key lay-persons in church	_____
Conference or mission	_____
Associates	_____
Church Board	_____
Women's Ministries Committee	_____

Number of volunteers who helped (approximate) _____

Number baptized _____ Number of decisions _____ Number of interests _____

Number of SDA members who came to the event or ministry _____

Number of visitors who came to the event or ministry _____

How many came primarily because of...

_____	Invitations by friends	_____	TV
_____	Flyers/handbills	_____	Website
_____	Posters	_____	Newspaper
_____	Radio	_____	Other _____

1. Please rate the effectiveness of **advertizing** Very poor Poor Average Good Excellent

2. Please rate the overall **planning** Very poor Poor Average Good Excellent

3. Comments: _____

Leadership. Please rate the leaders on each of the following criteria:

4. Delegated responsibility	Very poor	Poor	Average	Good	Excellent
5. Followed up with volunteers	Very poor	Poor	Average	Good	Excellent
6. Trained volunteers	Very poor	Poor	Average	Good	Excellent
7. Encouraged volunteers	Very poor	Poor	Average	Good	Excellent
8. Gave adequate instructions	Very poor	Poor	Average	Good	Excellent
9. Related well with volunteers	Very poor	Poor	Average	Good	Excellent
10. Prayed with volunteers	Very poor	Poor	Average	Good	Excellent

The meetings: please rate the following aspects of the meeting/service itself.

11. Average attendance at the meeting	Very poor	Poor	Average	Good	Excellent
12. Organization of the meetings	Very poor	Poor	Average	Good	Excellent
13. Things kept moving	Very poor	Poor	Average	Good	Excellent
14. Stayed within time limits	Very poor	Poor	Average	Good	Excellent
15. Involved participants	Very poor	Poor	Average	Good	Excellent
16. Effective use of visual aids	Very poor	Poor	Average	Good	Excellent
17. Equipment condition	Very poor	Poor	Average	Good	Excellent
18. Lighting & sound system	Very poor	Poor	Average	Good	Excellent
19. Premises neat and attractive	Very poor	Poor	Average	Good	Excellent

Volunteers: please rate the effectiveness of each of the following

20. Prayer Committee	Very poor	Poor	Average	Good	Excellent
21. Decoration Committee	Very poor	Poor	Average	Good	Excellent
22. Follow-up Committee	Very poor	Poor	Average	Good	Excellent
23. Food Committee	Very poor	Poor	Average	Good	Excellent
24. Greeters	Very poor	Poor	Average	Good	Excellent
25. Lodging Committee	Very poor	Poor	Average	Good	Excellent
26. Parking Lot Committee	Very poor	Poor	Average	Good	Excellent
27. Public Address System Committee	Very poor	Poor	Average	Good	Excellent
28. Ushers	Very poor	Poor	Average	Good	Excellent
29. Visitation committee	Very poor	Poor	Average	Good	Excellent

30. Other _____ Very poor Poor Average Good Excellent

Specific comments _____

Effectiveness of leaders

31. Leaders took responsibility	Very poor	Poor	Average	Good	Excellent
32. Ability to start & lead on their own	Very poor	Poor	Average	Good	Excellent
33. Time spent in personal and group prayer	Very poor	Poor	Average	Good	Excellent
34. Quality of sermons	Very poor	Poor	Average	Good	Excellent
35. Visitation	Very poor	Poor	Average	Good	Excellent

Specific Comments: _____

[You are welcome to write on the back of this page to answer the following questions, if you wish.]

36. What were the strengths of this meeting or event?

37. What changes would you make if you were organizing or conducting a similar event?

38. What have you learned about organizing and conducting an evangelistic event?



OUTREACH IS FOR EVERYONE is designed to include as many women from your congregations as possible. Building a motivating training and an effective empowering process will take time and energy, but will definitely be a blessing. Start praying about this now, and ask your church's prayer team to make it a priority.

THE OUTREACH IS FOR EVERYONE: WOMEN'S MINISTRIES EVANGELISM MANUAL includes fifteen chapters. Each 60 minute chapter can be used as a training event for the women in the local church or for personal study. Chapters include:

- Our Gospel Commission
- Preparing the Church
- Preparing the Community
- Advertising for Success
- One to One Bible Studies
- Friendship Evangelism
- Small Group Evangelism
- Seminar Style Evangelism
- Evangelistic Meetings I: Planning and Preparation
- Evangelistic Meetings II: Training and Committees
- Evangelistic Meetings III: Preparing and Presenting the Sermon
- Visitation and Getting Decisions
- The Baptismal Service
- Discipling New Members
- Evaluation

This is a valuable resource to train and equip women for many types of evangelism.

