



## *Agenda for Evangelism Module (Part Three)*

(One month before the start of the evangelistic series)

**Audience:** Outreach Leadership Team

**Schedule:** Monthly meeting of the Outreach Leadership Team

**Media:** Evangelism Module Companion DVD, Part Three

### **A. Getting Started**

- Play the following selections on Part Three of the Evangelism Module Companion DVD:
  - Module Summary and Introduction
  - Countdown Preparations

### **TASKS**

- ✓ Ensure that you have a signed contract if the meetings are opening in a public hall.
  - Make sure the hall has sufficient chairs, tables, light, and that the sound system is working properly.
- ✓ Assign someone to visit the post offices where the brochures will be delivered.
  - Meet the postal supervisors, give them a brochure, and tell them the brochures are time-sensitive.
  - Call or visit three days before the brochures are to be distributed.
- ✓ Write down what seminar supplies need to be ordered.
  - Assign someone to order or purchase the needed supplies.
- ✓ Set a date for the organizational meeting.
  - Encourage members to attend, especially those who have meeting responsibilities.
  - An organizational meeting agenda can be downloaded from the Empowered Church website.
- ✓ Assign someone to check the baptismal robes and baptistery, and make sure the church has enough baptism and profession of faith certificates.

### **B. Inviting Contacts to the Seminar**

- Play the selection "Inviting Contacts to the Seminar" on Part Three of the Evangelism Module Companion DVD.

## **TASKS**

- ✓ Order pre-registration cards from Color Press at [www.adventistevangelism.com](http://www.adventistevangelism.com) or by phone at 800-222-2145.
  - Have someone talk to the church about using the pre-registration cards two Sabbaths before the start of the seminar.
  - Distribute the cards to the church members at the close of the Sabbath service.
  
- ✓ Present before the members the "Six Steps on Inviting a Contact to the Seminar."
  - Download "Six Steps in Inviting a Contact to the Seminar" from The Empowered Church website and place it in the church bulletin three weeks before the start of the meeting.
  - Have someone go over the six steps with the church members.
  
- ✓ Make plans to encourage church members to invite their friends to the seminar.

## **C. Row Hosts and Their Responsibilities**

- Play the selection "Row Hosts and Their Responsibilities" on Part Three of the Evangelism Module Companion DVD.

### **TASKS**

- ✓ Choose row hosts for the evangelistic seminar
  - Choose a leader for the row hosts.
  - Download "Responsibilities of Row Hosts" from The Empowered Church website and give it to those asked to be row hosts.

## **D. Wrapping It Up**

- Play the selection "Conclusion" on Part Three of the Evangelism Module Companion DVD.

### **TASKS**

- ✓ Refer to the section "Questions and Answers" in the Program Set-up Module to answer any questions that were written down while viewing the various sections of the companion DVD.

## *Summary of Responsibilities*

(To be done the month following the evangelistic series)

- |                                |   |  |   |
|--------------------------------|---|--|---|
| Outreach Leadership Team (OLT) | ☞ | Finalize preparations:<br>Meeting hall<br>Brochures<br>Post office | Seminar material<br>Church facility<br>Seminar responsibilities |
| OLT                            | ☞ | Plan organizational meeting  |   |
| OLT                            | ☞ | Make baptismal preparations  |   |
| Church Members                 | ☞ | Invite all to the meeting  |   |