



Countdown Preparations

In your preparation for the evangelistic seminar, these following important items need to be considered:

Meeting hall preparations

Make sure all necessary preparations have been made if the evangelistic meetings are opening in a public hall. By now you should have a signed contract that includes the evenings when your meetings are to be conducted. Make sure that the hall has sufficient chairs, the lighting is adequate, and the sound system is functioning correctly.

Brochures

Your brochures should be ordered and be arriving at the church in a few weeks. Distribute them carefully, as sometimes members take handfuls that sometimes aren't distributed. You want members to have all they desire, but only as they sincerely work to pass them out. Any extras need to be placed on the tables for those attending the seminar.

Communicate with post offices

Have someone responsible to contact the specific post offices from where the brochures will be distributed, kindly letting them know of the coming mass mailing. This should be done in person, with a copy of the brochure in hand. Make friends with the supervisors, and ask them to look out for the brochures. Remind them of the in-home requested date and that this is extremely time-sensitive material.

Make a return visit or call three days before the brochures will be distributed as a friendly reminder. This is extremely important! The devil often attacks this phase of the operation. It is almost inevitable that if the church does not personally connect with the post offices, the brochures will fail in getting out in a timely fashion — if at all.

Seminar material

Any seminar supplies should have been ordered by this time. This may include attendance tickets, study guides, Bibles, offering envelopes, handouts, etc. Coordinate this with the person in charge of materials, and provide him or her

with a schedule detailing the material that is to be distributed for each meeting. Have a good supply of pencils or pens for the seminar.

Prepare the church facility

Now is the time to do any last moment preparations of the church facility; e.g., necessary painting, baptistery check, burnt-out light bulbs replaced, lobby clean up, etc. Perhaps if necessary, the church could have a cleaning day before the start of the meeting.

Finalize seminar responsibilities

Finalize the positions of all greeters, registrars, childcare workers, and any others that will participate in vital positions during the seminar. A detailed description of each of the meeting responsibilities can be downloaded from The Empowered Church website.

Plan for an organizational meeting

Plan an organizational meeting and invite all the members to attend, especially those who are helping with the seminar. Encourage the elders and deacons, greeters, registrars, childcare, etc., to attend, rather than just the heads of these departments. This will save time in not having to repeat instructions and will also help generate excitement and support for the meetings. Anyone else from the church that would like to attend is very welcome. Organizational meeting agendas can be downloaded from The Empowered Church website.

Baptismal preparations

Make sure you have plenty of baptismal and profession of faith certificates. Have someone do a thorough check of the baptismal robes and, if needed, order new ones. Check the baptistery to ensure that the heater works and that the baptistery is clean.