



Descriptions of Meeting Responsibilities

Following are descriptions for the various responsibilities connected with conducting an evangelistic series. The Outreach Leadership Team is to choose coordinators for each of the needed responsibilities and ensure that they receive the necessary resources and training.

Greeters

Four to six greeters are recommended for the first few nights. After that, two or three greeters will probably be enough. It is recommended that the same couple, or team, be greeting every night throughout the series. Others can help, but if there is a large turnover of greeters, it's hard to train them to do everything, and this is one of the most critical areas of the seminar. Try to select carefully — first impressions are lasting! Happy, smiling, and well-dressed people are the best. You want to represent this great message in the best way possible.

Greeter responsibilities include:

- Arriving early
- Warmly greet those attending
- Guiding guests to child care, meeting hall, etc.
- Getting to know the guests' names
- Handing out material when guests are leaving
- Being friendly and helpful.

Ushers

Four to six ushers are recommended for the first few nights. After that, two or three ushers will probably be enough. Encourage them to dress well and be representative of the message.

Usher responsibilities include:

- Ensuring that parking goes smoothly
- Helping people find seats
- Distributing and collect quiz envelopes, decision cards, and pens/pencils
- Taking up offerings (one bucket per row, so that it will be quick)
- Bringing in extra chairs if necessary
- Checking the parking lot from time to time during the meeting
- Handling any possible disturbances.

Registration and attendance tracking

It is highly recommended that your church engage in a pre-registration and registration process to track visitors. This process has been used very successfully by Amazing Facts to help create and maintain high attendance and to facilitate effective follow-up. Amazing Facts will supply free software for those able to track attendance with a computer. This free software can be downloaded at www.gospelharvest.org.

Materials coordinator

The materials coordinator responsibilities include:

- Ordering materials to be handed out to attendees (study guides, decision cards, offering envelopes, tickets, gift books/tapes/CDs/DVDs, etc.)
- Buying pens/pencils for ushers
- Appointing people to stand at each door and pass out materials when attendees leave
- Making sure materials from past nights are available each night

Technical coordinator

The technical coordinator responsibilities include:

- Setting up the projector and screen
- Ensuring that the sound system is working correctly and that the sermons are recorded each night

Visitation team

The pastor, elders, and evangelist usually do most of the in-home visitations to answer questions and clear people for baptism; however, a visitation team is also needed to connect with seminar attendees and to encourage absent attendees to return.

The visitation team responsibilities include:

- Following-up on those who have stopped attending meetings after the first weekend. The first visit should be both informal and brief. You will want to leave the material from the night that they've missed and invite them to come to the next meeting.
- Following-up on those who have stopped attending the meetings — be prepared to answer objections about the Sabbath as well as other doctrinal issues. Also following-up on those who have indicated an interest in baptism and arranging for a visit from the pastor and evangelist.
- Continuing to visit good interests and baptismal candidates following the meetings.

Children's programs

Many families cannot attend evangelistic meetings if there is no children's programs. Children who are excited about the children's programs also tend to bring their parents back to the meetings. And children's hearts are perfect ground for sowing the seeds of the kingdom. For these reasons and more the children's meeting coordinator is vital to the success of the overall evangelistic meeting.

The childcare coordinator responsibilities include:

- Organizing child care for ages 0-10. If possible, have at least two separate programs, one for younger children and one for older.
- Planning an effective program either using an existing children's program or your own.
- Recruiting at least two staff members for each childcare program each night. Make sure that they will be there early and be able to stay until all children have been picked up. (Sometimes parents need time to ask questions after the meeting.) Provide a sign-in sheet where parents sign their children's names and their own names. Be sure that the same person who signed the child in is the one who signs him or her out.
- Ordering the children's materials and supplies.

Music coordinator

The music coordinator responsibilities include arranging the musical program in coordination with the pastor/platform chairperson.

Baptismal coordinator

The baptismal coordinator needs to make sure the church has plenty of baptismal certificates and profession of faith certificates on hand, do a thorough checking of baptismal robes, and work with the head deacon to ensure that the baptistery is working correctly.

May God give you wisdom as you prepare your church for the greatest thrill of life --
soul-winning!