

Harvest Event Preparation Guide

For

Revivals and Outreach Events

Prepared By:

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Foundation Ministries Evangelistic Association, Inc.

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Notes

A Word to Pastors

"For no one can lay any foundation other than the one already laid, which is Christ Jesus." - 1 Cor 3:11NIV

The Bible says in Ephesians chapter four that God, *"gave some to be apostles, some to be prophets, some to be evangelists and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up..."* As an evangelist, I am indebted to dedicated pastors who work diligently to feed and build up the flock of God. I am also quick to recognize the importance of the local church in God's plan of redemption. Through the cross and empty tomb, God called a people out for Himself and called it the Church to show forth His praises. That plan hasn't changed for two thousand years.

My role as an evangelist is complementary to the role of pastor/teacher. I believe that we are co-laborers in God's field with a common goal of making disciples. The goal of this ministry is to affirm your role as God's chosen leader and to aid you in accomplishing the mission of the Church. Should you have any concerns at any time, please feel free to express them. We come under your authority and leadership and want to reflect that in all that we do. Together, under the leadership of the Holy Spirit, we go forward with the mission and message of Jesus Christ. To God be the glory!

Under His Wing,

R. Darrel Davis

The Vision of Foundation Ministries Evangelistic Association Inc. is...

To be used of God to reach as many people as possible with the good news of Jesus Christ through harvest evangelism.

Our Strategy...

To come along side of local churches for harvest events mobilizing the Body of Christ to...

- Pray for the Harvest
- Prepare for the Harvest
- Proclaim the Good News
- Preserve the Harvest.

Pray for the Harvest

By mobilizing the body of Christ to pray for the harvest, we ask God to prepare the hearts of men and women to receive the good news of Jesus Christ and respond in a positive way during the harvest event.

Prepare for the Harvest

Mobilizing the body of Christ to prepare for the harvest means equipping men and women to be workers in the harvest field with a goal of leading people into a deeper commitment to Christ and a lifestyle of personal evangelism.

Proclaim the Good News

Proclaiming the good news through preaching and leading men and women to be His witnesses are the primary tools of the harvest. "Consequently, faith comes from hearing the message, and the message is heard through the word of Christ."- Romans 10:17 NIV

Preserve the Harvest

Preserving the harvest means leading the Church to employ and execute adequate follow-up for every decision made so that those making decisions will become fully devoted followers and witnesses of Jesus Christ.

What the church should expect from the FMEA ministry team.

- Exemplary Christian Character.
- Commitment to personal preparation, preaching and teaching the Word of God.
- Dedication to daily personal witnessing for Jesus Christ.
- Concern for the overall needs and ministry of the church through positive, expectant attitudes.
- Availability for consultation.
- Involvement in the advanced planning and preparation process.
- Participation in prearranged meetings and activities while the team is on the field.
- Fulfillment of all prearranged financial agreements such as travel, hotel, meals, honorarium, love offering, tapes, books, phone calls, and payment of all personal expenses incurred. You should expect accurate accounting record of all expenses for which the church has agreed to reimburse.

What the FMEA ministry team expects from your church.

- Undergirding of the team's ministry through prayer.
- The expectation that God will use the team's spiritual gifts effectively.
- Involvement in the advanced planning and preparation process. Preparation should be a priority of your church for at least six weeks prior to the harvest event.
- Adequate follow-up procedures in place for every decision made.
- Prior agreement on all services and planned activities to take place during the event.
- Mobilization of church members in prayer, visitation, attendance, and counseling.
- Promotion of all harvest event activities through the church and public news media.
- Concern for the spiritual and physical needs of the team such as study time, health, medical, diet, schedule and recreation.
- Clear understanding of prearranged financial agreements such as travel, lodging, meals, love offering/honorarium, and tape and book sales. When a love offering is received, assure the team that they will receive all that is given for that purpose.
- Promotion of the love offering by the pastor in a positive and informative manner.
- Completion of all financial matters before the team leaves the church field.

Harvest Event Planning Timeline

Suggested time frame – some flexibility may be needed.

3 Months	Planning team formed – Initial meeting to delegate duties to team leaders.
2 ½ Months	Planning of services begins. Recruitment of team participants begins.
2 Months	Informational Rally with team leaders and team participants. Begin process of identifying prospects.
1 ½ Months	Prospects identified and lists distributed to prayer team and visitation team.
1 Month	Operation Celebration! Prayer ministry begins. Community promotion begins.
2 Weeks (+/-)	<u>Saturday personal worker training session with Foundation*</u> Prospect visitation begins
1 Week	House Prayer Meetings and or Prayer Rally.
0	<u>Harvest Event</u>
+1 Week	Initial follow-up completed. New believers classes begin.
Up to + 3 Months	Follow-up activities

*If the event is outside of feasible travel range, we will wait until the day before the harvest event to conduct this training.

Pastor's Package

Preparing to Host a Vocational Evangelist

Foundation Ministries Evangelistic Association, Inc.
180 Fisher Drive
Marion, NC 28752
(828) 659-2517

Local Arrangements

1. It is highly recommended that local arrangements be assigned to an individual or a team responsible for planning and preparing for the coming of the evangelist. This will give you as pastor more time to prepare the people spiritually for the meetings.
2. Accommodations: Reservations should be made for the evangelist to have a separate, clean, non-smoking motel room. (Preferably with high speed Internet access) This will serve as his office, study and rest area for the week. The motel bill should be paid directly by the church. Living in homes with church members (or the parsonage) for the week is not advisable. It is difficult for the evangelist to prepare for the meetings if he does not have privacy. Also, to avoid any appearance of impropriety, the evangelist should not be put in a position where he is alone in the home with ladies. If the evangelist has to stay in a home, arrangements must be made for him to leave when the man of the house has to leave.
3. Meals: Generally, few meals in homes should be scheduled. In the interest of maintaining a healthy diet, it is best for the evangelist to be able choose his own menu at a local restaurant. Arrangements should be made for the evangelist to eat breakfast, lunch and dinner at a local restaurant with permission to sign the meal ticket, which will be paid by the church.
4. Travel: If the evangelist travels by automobile, his total round trip mileage should be reimbursed at the current IRS rate. Mileage reimbursement should be paid to Foundation Ministries unless otherwise specified. Mileage should be reimbursed during the week of the revival. If the evangelist travels by airplane, the ministry will buy the ticket through its own travel agent. We will make every effort to find the lowest fare possible. However, our policy prohibits us from buying non-refundable/non-changeable tickets. Airfare should be reimbursed to Foundation Ministries before the revival upon submission of a receipt. If air travel is needed, it is suggested that a rental car or dealer loaner be provided for the evangelist. This will help the evangelist with any daily errands such as trips to the post office, laundry, drug store and so forth. Often, a local Christian car dealer will willingly provide a car for this purpose.

Financial

1. The evangelist comes on an "expenses plus love offering" basis. This means that the church should reimburse the ministry for all expenses and receive a love offering for the

ministry in as many services as possible. All expenses for the meetings (including travel, accommodations, meals, special guests, musical groups and etc.) should be budgeted in advance and not taken out of the love offering. A separate check for reimbursements should be written to the ministry apart from the offering check. Foundation Ministries is a 501c (3) non-profit ministry. No personal funds should be given to the evangelist and no IRS Form 1099 for personal income should be issued. All checks should be made out to Foundation Ministries or to the local church.

2. Love Offerings: We ask that love offerings be explained by the pastor and received in as many services as possible including Sunday morning. This will allow one-time attendees to give as the Lord leads. The offering is being given for the work of evangelism through this ministry and should not be given based on the personality or performance of the evangelist. In other words, it is being given to reach lost people with the gospel.
 - a. Foundation Ministries can provide personalized offering envelopes to be used during the services. Distribute offering envelopes about 1-2 weeks prior to the revival services to your active attendees. Explain the work of a vocational evangelist and how this ministry operates. This can be done from the pulpit; however, it works better if the envelopes are mailed to church members with an encouraging explanatory letter. (See Sample) Additional envelopes should be kept for use in the sanctuary. All offerings received in Foundation Ministries envelopes should go to the ministry. They should not be used to pay other personnel or expenses.
 - b. Foundation Ministries operates on a faith basis. Our ministry is not underwritten by any denomination, church, or mission-sending agency. Therefore, we are highly dependent on the generosity of God's people to make our ministry happen. There are "slow" times with this ministry where we are not ministering.
 - c. A generous offering helps make up for those slow times. A slow time does not mean that the evangelist is not working. Slow times are used to prepare for other revivals, mission trips, communicate with donors, fundraise, and do administrative tasks.
 - d. Our ministry engages in evangelism projects and activities for which we receive no offering or remuneration. These include international mission trips, local

ministries and prison outreach. A generous offering enables us to engage in these projects.

- e. Offerings go into our ministry budget and the Evangelist receives a salary from the ministry.
- f. Encourage everyone to pray about how God would have them support the work of Foundation Ministries and bring back the envelope with their offering inside during the services.
- g. Please encourage everyone to fill in the all of the information on the envelopes. If the counting committee finds an incomplete envelope, they should fill in the information as best as they can. If a member wants to be included on our mailing list, there is a check box to indicate that desire. We never give out or sell names on our mailing list.
- h. Additional envelopes will be provided as needed.
- i. If the church chooses to have the offering come directly to it, the counting team should make every attempt to save the envelopes after the money is removed. These envelopes should be given to our ministry so we can include secure the name and addresses of people wanting to receive ministry updates from us.
- j. It would be greatly appreciated if all offerings and expenses reimbursements were given to the evangelist on the last night of the services.

General Arrangements

1. Afternoon Schedule: The evangelist will need an uninterrupted time in the afternoon prior to each service to prepare for the evening message. This allows him to pray and review message notes. It is recommended that 3:00 – 6:00 pm be set aside for that preparation time. Please do not schedule any activities for that time unless approved by the evangelist. Any visitation or other daytime ministry activity should be scheduled before this time.
2. Personal Evangelism and Counseling: the evangelist is available to share Christ with anyone in spiritual need. Appointments should be scheduled with the pastor and through the church office. Before and after the services would be a good time to schedule

evangelistic counseling. The evangelist will stay at the church as needed for this counseling.

3. **Service Schedules:** Services should be arranged according to what works best for the local church. It is recommended that a special prayer time be scheduled 30 minutes prior to each service for anyone wanting to pray for the service or spiritual needs. A Sunday school classroom or prayer room should be provided for this purpose. It should be attended each night by a deacon, elder or other leader. The following is a suggestion for the Sunday morning kickoff service that has been used successfully by evangelistic churches. Schedule a high attendance in worship day with every Sunday school class in each division competing for the most people and guests in attendance. (i.e. Children, youth, young adult...) Have an abbreviated Sunday school hour to allow check in to class and fellowship. Provide coffee and donuts for all members and guests. Dismiss classes and begin the worship service early with extra music provided by the choir, church members, or guest musicians. Allow for time to recognize the class from each division with the best attendance and the most guests. Provide a certificate or some other incentive for participation. If your church has multiple Sunday morning services, consider combining the services for one big mega-service. This will help build enthusiasm and promote the services for the rest of the week.

SUGGESTED EXPLANATION OF LOVE OFFERING

1. Make sure you have extra offering envelopes at the beginning of each service ready for those who have forgotten to return with their envelope. These can be given to ushers or placed at the end of the seating rows in the sanctuary. Do not place them in the offering plates. It is impossible for a person to take an envelope out of the plate, fill it out, place their offering in the envelope, and return it to the plate as it is being passed. Also, do not place them in pew racks. They are too large for the slots.
2. When it comes time for the offering, make sure that everyone has an envelope including the choir and orchestra. If they don't have an envelope, instruct them to raise their hands so an usher can bring one to them.
3. Explain: Darrel Davis is not a pastor. He is an evangelist. He has been called full time to the ministry of evangelism. He and his team operate under the accountability and direction of a Board of Directors. Foundation Ministries is a total faith ministry. That means that no church, denomination, mission board, or other agency underwrites the work he does. It is supported by people. His work is international in scope. He has preached the gospel to thousands of people in countries like Romania, The Philippines, Mexico, Madagascar, Colombia, Tanzania, Kenya and Uganda. Since no offerings are received for these events your tax-deductible gifts are an investment in the lives of people worldwide. He does not receive this offering directly. It goes into his ministry budget and he receives a salary from the ministry. Your generous offerings help pay for ministry operating costs and special projects.
4. Instruct members to fill out the envelopes completely. Ensure the people that their names will not be given out, rented or sold to any other organization. Checks should be made out to Foundation Ministries.
5. Receive the offering.

SUGGESTED LETTER TO EXPLAIN THE OFFERING

Dear Church Member,

I am encouraged and excited about our upcoming revival with evangelist Darrel Davis. Please make every effort to attend as many services as possible. We want to see a great spiritual harvest and you can help make that possible.

Darrel is a full time vocational evangelist. He does not serve on the staff of a church and has no other agency financing his ministry. **It is strictly a work of faith.** Therefore, he has no other source of income except the donations and love gifts of God's people.

As an evangelist, he has to provide for his family, pay expenses for the ministry and meet other financial obligations just like everyone else. That is why I am asking you to pray about giving a sacrificial gift to his ministry during our upcoming services. When you give to Foundation Ministries, you are investing in a ministry that is being widely used of God.

It may interest you to know that Darrel conducts a number of evangelistic campaigns overseas and in prisons – all of which bring no income to his ministry. Thousands of people have made decisions for Christ through his ministry both here and abroad.

Please use the enclosed envelope for your offering when you come to the services. Foundation Ministries is a 501c (3) non-profit ministry. Gifts are deductible for income tax purposes.

This letter is being sent so that special appeals from the pulpit may be kept to a minimum. Your help is greatly appreciated.

Sincerely,

Your Pastor

Organizing a Planning Team

Prayerfully select the right people for planning and participation. We would recommend that you do not just ask for volunteers from the pulpit. Personally approach and recruit people who you know are qualified for these positions. We recognize the fact that it may not be possible for your church to fill all of these positions with different people. In this case, the right person coordinating a few areas of planning and participation may be enough. We do suggest that you try to fill the first five positions in this list with different people and the rest as you can. The goal is to involve as many people as possible in the entire planning process. The rule of thumb is: For every person you involve in planning and participation, three people will attend the event. We strongly suggest that the pastor avoid trying to plan this event exclusively.

Overview: Duties of Planning Team Members

Pastor

The main duty of the pastor is to act as facilitator and motivator for the event. This will help lay personnel take ownership in the harvest event. Your main job is to prepare the congregation spiritually through preaching and teaching on evangelism, prayer, revival and other related topics as the Lord leads. A sample outline on corporate prayer is included with this guide. It is important that you emphasize and model the call to prayer for the event. Every unsaved person must be prayed for. In your public prayer times, you will want to call upon the Lord of the harvest to send forth laborers into His harvest. It is important that you display enthusiasm for the upcoming harvest event as well as encourage and affirm the planning team's efforts.

Prayer Team Leader

The main duty of the Prayer Team Leader (PTL) is to recruit and train members to participate in Operation Celebration! using the enclosed training materials. The PTL should also be involved in coordinating house prayer meetings and any planned prayer rallies. This person should be known for their devotion and passion for prayer; this requirement is critical to the success of this event. In my opinion, this is the most important member of your team so choose wisely.

Preservation Team Leader

The Preservation Team Leader (PRTL) is responsible for recruiting and coordinating personal workers who will participate in counseling and follow-up efforts. They are also responsible for making sure that each decision is followed up and new converts are enrolled in the New Christian Class. This person should be committed to discipleship.

Promotion Team Leader

The Promotion Team Leader (PRO) is responsible for securing all publicity for the harvest event. If possible, a person familiar with advertising or graphic design should be recruited for this position.

Sunday School Team Leader

The Sunday School Team Leader is responsible for promoting the harvest event through the Sunday school program and for enrolling new converts in appropriate Sunday school classes after the event. They are also responsible for coordinating the Sunday School Telephone Chain. The Sunday school director is the obvious first choice for this position, if possible.

Prospect/Visitation Team Leader

The Prospect/Visitation Team Leader is responsible for compiling and distributing the prospect list to the teams and for coordinating any pre-event prospect visitation that may take place prior to the harvest event.

Youth Ministry Team Leader (Optional)

The Youth Ministry Team Leader is responsible for preparing for the youth emphases during the harvest event. They are to secure all items related to the youth service and lead youth to invite their unsaved friends to the services.

Children's Ministry Team Leader (Optional)

The Children's Ministry Team Leader is responsible for preparing for the children's emphases during the harvest event. They are to secure all items related to the children's service and lead children to invite their unsaved friends to the services.

Music Team Leader

The Music Team Leader is responsible for planning worship times for all events, coordinating a choir or praise team and working with the music evangelist in planning and preparation. This person should be your existing choir director or minister of music.

Nursery Team Leader

The Nursery Team Leader is responsible for making sure that qualified workers are available to care for children of event attendees. You can use your existing leadership for this position. You should always provide a nursery for harvest events.

Usher Team Leader

The Usher Team Leader is responsible for recruiting greeters, parking directors, and ushers for the services. They should create a friendly and comfortable atmosphere for guests, distribute materials, and receive the offerings. Existing leadership works great in this position.

Prayer Team Leader

Your Purpose: To recruit and train members to participate in Operation Celebration! and to coordinate all other prayer efforts for the harvest event.

Your Team: Your goal is to involve as many people in the congregation as possible in the prayer efforts. Team members can include those who have other harvest event responsibilities.

Your Task: Recruit and provide training for Operation Celebration! participants using the enclosed training literature. You should emphasize the purpose of Operation Celebration! including praying for the lost, building witnessing relationships with them, and inviting them to attend the harvest services. In addition, you should help organize house prayer meetings in your community and the optional prayer rally.

ACTIONS:

- Personally participate in prayer for the event
- Meet with other planning team members during scheduled meetings.
- Recruit as many people as possible to participate in Operation Celebration!
- Schedule a training session using the enclosed Operation Celebration! literature.
- Lead your team members to begin Operation Celebration! one month prior to the harvest event.
- Be an accountability person for each of your team members.
- Recruit people who will open their homes for house prayer meetings during the week prior to the harvest event. You should schedule meetings each night of the week at different homes around the church field to allow all members to attend at least one meeting. Schedule one meeting during the day for those people who do not drive at night. The focus of the house prayer meetings should be salvation of the lost.
- Help plan the church prayer. The focus of this rally should be praying for the salvation of the lost and revival of the saved.
- Publicly promote the prayer effort during regular worship services
- Set-up a prayer room at the church site for anyone wishing to pray prior to or during the services.
- Recruit people to pray for those making decisions after the event.

Preservation Team Leader

Your Purpose: You are responsible for recruiting and coordinating personal workers (counselors) who will participate in counseling and follow-up efforts. You are also responsible for making sure that each decision is followed up and new converts are enrolled in the New Christian Class.

Your Team: The preservation team is composed of individuals who are willing to counsel those making decisions during the harvest event. They should be spiritually mature people who agree with the doctrinal positions of your church.

Your Task: Recruit as many men and women as possible to be involved in the counseling and follow-up work and schedule them for training.

ACTIONS:

- Meet with other planning team members during scheduled meetings.
- Read the section on follow up included with this guide.
- Recruit as many people as possible to participate in counseling and follow-up.
- Work with the pastor to secure literature for New Christian Classes.
- Work with the pastor to schedule a personal worker training session with Foundation Ministries.
- Secure identification badges for each team member to be worn during services.
- Schedule personal workers for every service to help with counseling. Don't assume that each trained personal worker will be there for each service.
- Records for each decision made should be kept and copies should be sent to the pastor and Foundation Ministries as soon as possible.
- Contact people making decisions to enroll them in New Christian Classes immediately after event is completed.
- The personal worker should make contact with the person(s) that they counseled within 24 hours of their decision to encourage them and answer any questions. This should be done in person if possible.

Promotion Team Leader

Your Purpose: You are responsible for securing all publicity for the harvest event.

Your Team: You may recruit people to help with this task

Your Task: To develop a promotion plan for the harvest event and secure all publicity.

NOTE: Good advertising and promotion will go a long way toward encouraging people to come to the harvest event, but no amount of promotion can replace good old-fashioned word of mouth. **Therefore, encourage congregation members to invite people every chance they get.**

ACTIONS:

- Meet with other planning team members during scheduled meetings.
- Decide which types of promotional materials you will utilize. Consider creative advertising. Here are some suggestions...
 - Outdoor advertising - vinyl yard signs, vinyl banners, billboards,
 - A web site
 - Store signs
 - Direct mail
 - Children's poster contest
 - Bumper stickers, door hangers, lapel pins and buttons
 - Hand bills and bulletin inserts
 - Sidewalk chalk writing
- Design and produce promotional materials to be used in community promotion of the harvest event. Do not skimp on quality! If materials are self-produced, make sure the copy quality is very good. If professionally designed and printed, use a company that has a good reputation for quality. Material should be ready at least four weeks prior to the event.
- Use included press releases, biographies and sample letters to promote the event. Consider radio and television spots. Most radio stations will run public service announcements for free and local cable-TV systems have free community billboards. Target secular stations over religious stations.
- Be sure to remove community promotional material after the event

Sunday School Team Leader

Your Purpose: You are responsible for promoting the harvest event through the Sunday School program and for enrolling new converts in appropriate Sunday School classes after the event. You are also responsible for coordinating the Sunday School Telephone Chain.

Your Team: Members of each Sunday school Class.

Your Task: Retain individual commitments from Sunday school members to invite prospects to the harvest event.

ACTIONS:

- Meet with other planning team members during scheduled meetings.
- Work with the prospect/visitation team leader to identify prospects and inactives.
- Meet with heads of Sunday school departments and teachers to inform them about the harvest event and encourage them to promote it in their classes.
- Distribute Sunday school commitment cards to classes two weeks before the event and encourage members to invite and bring evangelism prospects to one of the harvest events. (See sample)
- Organize a phone tree with volunteers for the Saturday before the event. Set aside a two-hour block of time from 9:30 A.M. to 11:30 A.M. to complete calls. Distribute names of prospects and inactive church members to volunteers from each of the classes. Volunteers will call these individuals and personally invite them to the harvest event. Make the invitation personal!
- Plan to recognize Sunday school classes with the most prospects present during the main harvest service. Have a special gift for the teacher of each class with the most prospects in attendance in the respective departments. Also, recognize the individual with the most prospects present in their respective department. Announce your plans to give recognition beforehand. Competition makes for good attendance.
- Within one week after the event, contact new prospects and those people making decisions and enroll them in a Sunday school class. Offer to arrange for transportation if necessary.

Prospect/Visitation Team Leader

Your Purpose: You are responsible for compiling and distributing a prospect list to the teams and for coordinating any pre-event prospect visitation that may take place prior to the harvest event.

Your Team: You should recruit people who will be willing to conduct in-home visits of prospects and inactive church members prior to the harvest event.

Your Task: Compile a list of prospects paying particular attention to evangelism prospects. The main effort in this event should be directed toward evangelism and not recovery of inactive church members.

ACTIONS:

- Meet with other planning team members during scheduled meetings
- Work with the Sunday School team leader to identify prospects and inactives
- Hold a prospect identification Sunday 2 months before the event. Distribute cards to church members and have them identify evangelistic prospects.
- If possible, all team prospect/visitation team members should attend the training session for personal workers. Contact the Preservation Team Leader for the time of the training.
- Compile the prospect list and distribute copies to all planning team members.
- Consider scheduling visitation times for each of the prospects on your list two weeks prior to the harvest event. It may be wise to call the prospect before visiting. A personal invite goes a long way toward good attendance.

Tips for A Successful Event

- Prayer is essential to the success of this event. Always emphasize prayer participation among congregation members.
- Clear the calendar during the week prior to and the week of the revival. It is important to focus on the outreach event completely
- Provide a welcoming atmosphere for guests but do not make them feel like they are standing out. Most people today prefer anonymity. Avoid asking for guests to raise their hands in the service, sit while members stand and greet them, or wear special ribbons and identification badges. If they fill out visitor cards, have ushers provide these before the service begins and allow them to place them in the collection plates. Instruct the ushers to tell guests what to do with their cards.
- Strong leadership and enthusiasm from the pastor and the planning team members will help set the example for the congregation.
- Keep announcements to a minimum during the services. Give the harvest event priority.
- Involve people.
- Help members prepare beforehand by preaching on revival themes.
- Plan well and trust God for the results

General Planner Sheet

Read the planbook thoroughly and follow these steps.

1. Set and confirm the dates. _____
2. Determine which ministry events best suit your church's need. See pages 8 & 24.
3. Set the event budget. See budget planner sheet.
4. Prepare decision follow-up plan. A New Christian Class should be included.
5. Organize the planning team. Determine which leaders you will need. See pages 10-18.

Prayer Team Leader: _____
Address: _____
Phone: _____

Preservation Team Leader: _____
Address: _____
Phone: _____

Promotion Team Leader: _____
Address: _____
Phone: _____

Sunday School Team Leader: _____
Address: _____
Phone: _____

Prospect/Visitation Team Leader: _____
Address: _____
Phone: _____

Youth Ministry Team Leader: _____
Address: _____
Phone: _____

Children's Ministry Team Leader: _____
Address: _____
Phone: _____

Music Team Leader: _____
Address: _____
Phone: _____

Music Team Leader: _____
Address: _____
Phone: _____

Usher Team Leader: _____
Address: _____
Phone: _____

7. Set faith goals, but don't let goals become limits.

Number involved in prayer: _____
Number trained in witnessing/follow-up: _____
Number of homes/prospects visited: _____
Attendance in Harvest Service(s): _____
Professions of Faith: _____
Rededications: _____

8. Initiate plans.

Operation Celebration! Date: _____ (One month prior to event)
House prayer meetings: _____ (Number)
Prayer rally date: _____
Personal Worker/ training date: _____
Prospect visitation date(s): _____

9. Execute plans

10. Execute follow-up.

11. Evaluate the event.

Strengths:

Weaknesses:

Follow Up Preparation Guide

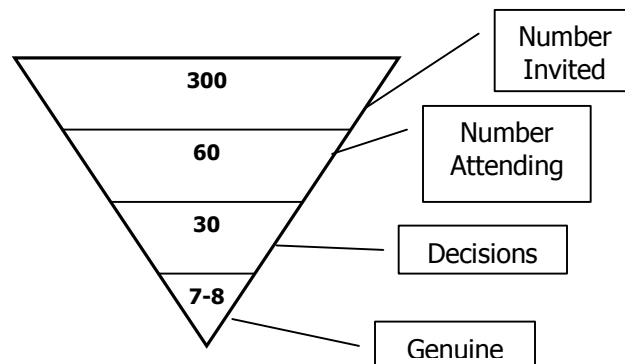
The Importance of Intentional Follow-up

Adequate follow up procedures are vital to the success of any harvest event. After all, Jesus commissioned His church to “go and make disciples of all nations...” (Matthew 28:19 NIV) A Christian disciple by definition is someone who follows Jesus. Many times we are so preoccupied with someone receiving Christ as Savior during a harvest event that we lose sight of the fact that salvation is not an end in itself. Consequently, the new Christian is saved, baptized and forgotten about.

Just as a newborn baby needs special care, nourishment and love to grow and be healthy, so does the new born Christian. Simply hoping they will enroll in one of our traditional discipleship channels is not enough; they need special attention particularly during the first few months of their new life in Christ. This is why we implore you to build a follow up plan that will intentionally assimilate new Christians into the local church body. In addition, we strongly recommend that rededications and other decisions be followed up.

The Law of the Inverted Triangle of Discipleship

Harvest events are always subject to the law of the inverted triangle of discipleship. Simply put, some of the salvation decisions made during the harvest event will not be genuine. However adequate follow-up will help curb this problem. Look at the triangle illustration below:



The numbers in this illustration are arbitrary but will help illustrate the point. In any harvest event, a large number of people are invited, but only a portion of those will actually attend one of the harvest services. Out of those attending, an even smaller number will make a decision for Christ. About one-fourth of those who make decisions will be genuine. That sounds disappointing indeed. However, adequate and immediate follow-up can help improve the number of genuine

decisions made if the gospel is explained and presented again in the follow-up process. In fact, if “in-home” follow-up is used, other people in the household may hear the gospel and believe! This is much more encouraging.

Recommendations for Follow-up Plans

You will notice that the Preservation Team Leader is in charge of the follow-up for all decisions made. However, they are not the only link in the chain. The pastor and the Sunday School Team Leader play a vital role in the process. Generally speaking, people are more likely to respond positively to lay leaders who make follow-up contacts than they are to staff members. This does not mean that staff should not participate in the process. It does mean that it is not enough for the pastor or staff member to follow-up. Lay follow-up is vital to retaining new Christians in your fellowship.

Generally we recommend the following as a minimum:

A new Christian class – this class should include sessions on the gospel, prayer, the Bible, baptism, and witnessing. You may also want to include the vision and goals of the church in your training. The class should begin no later than two to three weeks after the harvest event. Schedule this class by faith. DO NOT WAIT to see if decisions are made during the harvest event to schedule this class. There are many good new Christian courses available in Christian bookstores or through your denomination.

In-Home follow-up – within one week of the event, a member of the Preservation Team should visit every one who made a decision. Their visit should include a gospel presentation to make sure the person making a decision understood what they did.

Enrollment in Sunday school – This is the responsibility of the Sunday School Team Leader. Do everything possible to make sure the new Christian is present in Sunday school the following Sunday after their decision. This enrolment should take place no more than one week after a decision.

Follow-up contact from the Pastor – Some samples of follow-up letters are included with the preparation guide. It may be wise to mail a letter and follow-up after several days with a phone call.

Sample Adult/Youth Follow-up Letter for Salvation Decisions

To be mailed the day after a decision to trust Christ

Date

Dear (Name):

I want you to know how excited I am about your recent decision to trust Jesus Christ as your Lord and Savior. The decision you made on _____ (Day) is the most important life-decision a person can ever make. I will be praying for you in the coming days that God will strengthen your faith and empower you to be the best Christian you can possibly be.

Just as a newborn baby needs nourishment to grow and remain healthy, so will you need spiritual nourishment to grow and remain spiritually healthy. You will find the spiritual nourishment you need through daily prayer, reading the Bible, telling others about your faith in Christ, and through becoming a part of the church family.

With your permission, I want to enroll you in a special class designed to help people like you grow in the Christian faith. This class meets on _____ (Date/Time) for _____ weeks. People like yourself, who are beginning their journey of faith, will join you in this exciting adventure.

In addition, our Sunday school director, _____ (Name) will contact you in the next few days about enrolling in one of our Sunday school classes. There, you will join with people like yourself to study the Bible, learn the answers to some of your life questions, and develop new friendships.

I will contact you by phone soon to discuss the next steps you need to take in your faith journey. If I can help you in anyway, please don't hesitate to contact me at _____ (Phone). Finally, I want to welcome you to the family of God!

In His Service,

Pastor

Sample Children's Follow-up Letter for Salvation Decisions

To be mailed the day after a decision to trust Christ

Date

Dear (Name):

I wanted to write to you and tell you that I am very proud of you for asking Jesus into your heart. You will always look back on that day as being one of the best days of your life. I will be praying for you!

I want God to make you strong in your faith. That will happen if you talk to God each day through prayer, read His Word, the Bible, tell your friends about Jesus, and attend church.

I will talk to your family about a special Bible class at our church for young people like you. We will have lots of fun learning about Jesus and the Bible. Best of all, you will get to make some new friends who have also asked Jesus into their hearts. The class begins _____ (Date/Time) and lasts for _____ weeks.

You should do your best to come to Sunday school and worship as much as you can. I will talk to you and your family about this in the next few days. Best of all, I would like to welcome you to God's great big family!

Your Friend,

Pastor

Foundation Ministries Evangelistic Association

PRESS RELEASE

FOR IMMEDIATE RELEASE

(For services where both Darrel and Penny are ministering.)

Date: _____

Contact: _____

Pastors Name: _____

Office Phone: _____

Home Phone: _____

No public figure has intrigued humanity more than a Jewish Carpenter who lived about 2,000 years ago. In fact, many people believe His life is the hinge upon which the doors of history swing. Today, more than ever, people are asking questions about Jesus Christ. Who was He? Why did He live? Was His death a mere tragedy? Is He relevant to the post-modern twenty-first century world?

Get the facts and decide for yourself. A special **(revival/harvest day)** service is scheduled for _____ **(Date(s))** at _____ **(Church)**, with Darrel and Penny Davis of Foundation Ministries leading **(this/these)** service(s). Foundation Ministries is an interdenominational non-profit ministry dedicated to sharing the life-changing good news of Jesus Christ with people from all walks of life.

Pastor _____ said his church has a sincere desire to help answer some of the hard questions of life, and to help meet the needs of the total person: spiritual, emotional, intellectual, and social. **(Insert brief quote from pastor here.)**

(Run a brief list of special public services and activities planned here)

Guests are invited to attend these exciting service(s). _____ **(Church)** is located at _____. It is affiliated with _____ **(Denomination)**. For more information, please contact: _____ **(Name)** at _____ **(Phone number)**.

###

Sample Promotion Letter to Church Members

(For services where both Darrel and Penny are ministering.)

Date

Dear (Name):

I am excited about our upcoming **(revival/harvest day)** service(s) at _____ Church. This will be a great opportunity to make an impact for Christ in our community.

I am praying that you will be present each service scheduled for _____ (Dates) and that you will pray for and invite your relatives, friends, neighbors, co-workers, casual acquaintances and church prospects to hear the good news of Jesus Christ. I have included a schedule of all activities planned for the event with this letter.

The evangelistic team for the revival will be Darrel and Penny Davis of Foundation Ministries Evangelistic Association. God is using this young couple through their speaking and musical gifts to touch hearts and lives for the Kingdom.

I believe God wants to bring genuine revival to our church and our nation. Please join me in prayer that this will be the greatest time of renewal and outreach that our church has ever experienced. I look forward to seeing you in the services.

If you need transportation, please contact me at _____ (Phone)

Sincerely,

Pastor

Sample Direct Mail Letter 1

To be mailed to church prospects or anyone in the community

Date

Dear (Name):

In the past, there have been many events that have altered the course of history. However, there is one event that happened about 2,000 years ago that stands out among all others. It is the Christ event. In fact, His birth was so significant, humanity restarted its calendar because of it.

Who is this Christ and why is He so special? I want to invite you to find out the answer to this question in person. We have scheduled our special **(revival/harvest day)** service(s) for _____(Dates). I want you to be our guest because I believe your life will be strengthened by what you hear and experience.

If you need transportation, call _____ (Phone) and we will make the necessary arrangements. I look forward to seeing you in person.

In His Service,

Pastor

(Note: You may want to enclose the Split Time Bible tract available from Lifeway)

Sample Direct Mail Letter 2

To be mailed to church prospects or anyone in the community

Date

Dear (Name):

No public figure has intrigued humanity more than a Jewish carpenter who lived about 2,000 years ago. In fact, many people believe His life is the hinge upon which the doors of history swing. Today, more than ever, people are asking questions about Jesus Christ. Who was He? Why did He live? Was His death a mere tragedy? Is He relevant to the post-modern twenty-first century world?

Get the facts and decide for yourself. A special **(revival/harvest day)** service is scheduled for _____ **(Date(s))** at our church. I want you to be a part of this special event because I know what you hear and experience will make a difference in your life. Come and join us!

If you need transportation, call _____ (Phone) and we will make the necessary arrangements. I look forward to seeing you in person.

In His Service,

Pastor

Sample Direct Mail Letter 3

To be mailed to church prospects or anyone in the community

Date

Dear (Name):

As pastor of _____ Church, I want to invite you and your family to some special meetings at our church.

These meetings will run _____ (month, days), at _____ (time) each evening and _____ (time) on Sunday. I want you to be our guest, because I believe your life will be strengthened by the information you receive when you attend.

If you need transportation, call _____ (phone) and we will make the arrangements.

In His Service,

Pastor

Sample Direct Mail Letter 4

To be mailed to church prospects or anyone in the community

Date

Dear (Name):

Have you ever felt that life asks more questions than it answers? That the problems in the world are beyond understanding? That the events of your life won't let you find peace and happiness?

If you've experienced feelings like these, you're not alone. Millions face the same kind of questions every day. Peace and happiness are not easy to find today. They never have been.

Millions of people, in every age, have discovered peace and happiness revealed in the same inspiring book.

They found it in the Bible – a time-tested, wisdom-filled guide to life. And you can find it, too! I'm (the pastor/a member) of _____ Church and in our **(revival/harvest day)** service(s) you can find the truths the Bible has for you. The service(s) will be _____ (dates, times).

In His Service,

Pastor/Member

Sample Sunday School Commitment Card

Copy on to colored card stock and distribute to Sunday School Classes

My Sunday School Commitment

- ___ I will join the Celebration by attending the harvest services
- ___ I will invite someone who needs Christ to the harvest services
- ___ I know of a prospect _____.
- ___ I will participate in the Sunday school phone tree

Name: _____

Sunday School Class: _____

Phone: _____

Other Comments: _____

Sample Operation Celebration Prayer Message

What Happens When God's People Pray?

Acts 12:1-17

Introduction: In *Connecting with God*, Herb Miller tells the story of a nightclub opening on Main Street in a small town. Upon hearing the news, the only church in that town organized an all-night prayer meeting. The members asked God to burn down the club. Within a few minutes, lightning struck the club, and it burned to the ground. The club owner sued the church, which denied responsibility for the destruction of the club.

After hearing both sides, the judge said, "It seems that wherever the guilt may lie, the nightclub owner believes in prayer, while the church doesn't." My question to you is this: Do we believe in prayer? If the same thing were to happen to this church, would we take responsibility for the answer received to a prayer like that?

My subject today is corporate prayer. If we believe in the power of corporate prayer, why don't we practice it more? Most churches do well to engage in 5-10 minutes of corporate prayer per week. That is why R. A. Torrey said, "*we are too busy to pray, and so we are too busy to have power. We have a great deal of activity but we accomplish little; many services but few conversions; much machinery but few results.*"

When the early church prayed together, they saw results! The lame walked, the blind saw, the dead were brought back to life, rooms were shaken, prison doors were open, chains were loosed, and boldness was given! Why don't we see similar things in our day? I agree with James when he said, "*you do not have because you do not ask.*" Oh, that we would have the same boldness and faith that the early church had!

"*Heaven is full of answers for which no one ever bothered to ask.*" Said Billy Graham. Would you agree today? Let us look at what it takes to pray with the early church today.

I. THE PRAYING PEOPLE

- a. There was **UNITY** among their fellowship. (Acts 2:44; 4:32)
- b. There was **UNANIMITY** over their need. (vv. 2-3)
- c. There was **URGENCY** in their actions. (v. 4)

II. THE PRAYING PEOPLE'S PRAYER

- a. Their prayer was **EARNESTLY** offered. (v. 5 - Earnestly praying)
- b. Their prayer was **ESPECIALLY** directed. (v. 5 - To God for him)
- c. Their prayer was **EXPECTANTLY** prayed. (v. 5)

III. THE POWER OF THE PRAYING PEOPLE'S PRAYER

- a. The **RESPONSE** from heaven. (v. 7)
- b. The **REWARD** of their faith. (v. 11)
- c. The **REACTION** of the believers. (v. 15)

Invitation: Have people break up into small groups in the sanctuary to pray together.

OPERATION CELEBRATION!

TRAINING MANUAL



***A Simple Strategy To Help Your Church Prepare For
The Harvest Through Prayer Evangelism***

**By:
R. Darrel Davis**

Foundation Ministries Evangelistic Association, Inc.
www.onlyfoundation.org

Why Prepare Through Prayer?

In August of 1990, the nation of Iraq invaded and annexed its nearest neighbor, Kuwait. The UN Security Council responded by calling for Iraq to withdraw its military forces and subsequently embargoed most trade with the nation. A massive coalition of military forces from Britain, Egypt, France, Saudi Arabia, the United States and other nations responded to the threat by building up armed forces and invading Kuwait and Southern Iraq. On February 24, 1991, coalition ground forces began their offensive. They surrounded and defeated the Iraqi force in an astounding four days time.

What was it that enabled them to complete their task in such a short period of time? They preceded their ground campaign by bombing the enemy positions from the air! This massive aerial bombing campaign, which started on January 17, 1991, immobilized most of their military and civilian infrastructure paving the way for the ground troops to complete their mission swiftly. If the air campaign had not been successful, the ground battle would have taken months or perhaps years and many more lives would have been lost.

Think of prayer like you would the massive air campaign. By praying for a harvest of souls prior to your upcoming harvest event or revival, you are paving the way for the "ground forces" to share the gospel with men and women! You are empowering the evangelist or speaker by asking God to prepare the hearts of those attending your harvest service, or revival.

Don't take my word for it; listen to the words of others who know the power of prayer first hand:

"I fear John Knox's prayers more than an army of ten thousand men." – Mary, Queen of Scotland

"I had rather stand against the cannons of the wicked than against the prayers of the righteous." – Thomas Lye – Puritan preacher

"...Men may spurn our appeals, reject our message, oppose our arguments, despise our persons -- but they are helpless against our prayers." – J. Sidlow Baxter – speaker and writer

"For the weapons of our warfare are not carnal but mighty in God for pulling down strongholds..." – The Apostle Paul (2nd Cor. 10:4 NKJV)

Prayer and Evangelism



"A church that strives to evangelize its community without saturating its efforts in prayer is like a race car driver that jumps into a car at the starting line and discovers that the tank has not been filled with gas." – George Barna, *Evangelism that Works*

Millie Dienert – an international speaker known for her efforts in coordinating prayer for several of the conference events sponsored by the Billy Graham Evangelistic Association – revealed the secret of Mr. Graham's successful evangelism ministry during the 1998 Billy Graham School of Evangelism which my wife and I attended in Monterrey, California. She said his success was owed to three things: 1) Prayer 2) Prayer 3) More prayer. While it may seem silly to repeat this idea three times, she was underscoring the necessity of prayer in evangelism. Notice, I did not say, the option of prayer. Prayer is a necessity for the harvest. Before we ever talk to men and women about God, we need to talk to God about them.

The Bible is very clear in instructing us to pray for people to come to know Christ. Read what Paul wrote to a young pastor named Timothy:

"Therefore I exhort first of all that supplications, prayers, intercessions, and giving of thanks be made **for all men**, for kings and all who are in authority, that we may lead a quiet and peaceable life in all godliness and reverence. For this is good and acceptable in the sight of **God our Savior, who desires all men to be saved and to come to the knowledge of the truth**. For there is one God and one Mediator between God and men, the Man Christ Jesus, who gave Himself a ransom for all, to be testified in due time, for which I was appointed a preacher and an apostle—I am speaking the truth in Christ and not lying—a teacher of the Gentiles in faith and truth. **I desire therefore that the men pray everywhere**, lifting up holy hands, without wrath and doubting..." 1st Tim. 2:1-8 NKJV (Emphasis added)

From that passage, we see that God desires that all men and women be saved. But, it is also clear that the vehicle he uses to accomplish that desire is the prayers of His people. Why he chose to work through our prayers is a mystery to me. It is one of those questions I am saving up for eternity!

Nevertheless, if you want to see relatives, friends, neighbors, co-workers, casual acquaintances, or church prospects come to know the saving power of Jesus Christ, you are going to have to invest some valuable time in prayer. Think of it this way: a parent would never

give a bicycle to a child if they knew that the child didn't really care one way or the other about having a bike. Most children I know of would stand on their heads in the street to get a bicycle or any other toy that their heart desired. They just keep nagging and nagging until the parent gives in and buys the bike. (For a similar biblical example of this, see the parable of the persistent widow in Luke 18:1-8)

While we should never approach prayer in a manner that could be considered nagging, we should fervently bring our petitions before God with a heart of compassion toward our subject. You are praying for the eternal destiny of someone whom God cares about. It is an important matter to God and it should be just as important to you.

The spiritual condition of people apart from Christ

LOST – Matthew 15:24; 18:11

BLIND – 2nd Corinthians 4:3-4

BOUND – 2ND Timothy 2:25-26; Ephesians 2:2

CONDEMNED – John 3:18; Ephesians 2:3; 2nd Corinthians 4:3

UNDER GOD'S WRATH – DESTINED FOR HELL – John 3:36; Matthew 5:22, 29-30; 7:13

HELPLESS – John 6:44, 65; 12:32; Ephesians 2:1

HOPELESS – Ephesians 2:12

Prepare to Pray

“The effective, fervent prayer of a righteous man avails much.” – James 5:16b

Psalm 66:18 states, “If I regard iniquity in my heart, the Lord will not hear.” It is very important to realize that unconfessed sin in our hearts will hinder our praying for the lost. Before you begin to pray for your relatives, friends, neighbors, co-workers, casual acquaintances, or church prospects, take some time for self-evaluation and confession of personal sin. Ask God to show you anything in your life that would hinder your praying. This should be more than just a superficial exercise; you should seek deep personal cleansing from God. “If we confess our sins,

He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness. If we say that we have not sinned, we make Him a liar, and His word is not in us." - 1st John 1:9-10 NKJV

Getting our prayers into SHAPE. Use this acrostic to focus your praying:

- S** → Is there **S**in you need to confess?
- H** → Is there some **H**abit you need to correct
- A** → Is there an **A**ttitude you need to change
- P** → Is there a **P**romise you have not claimed
- E** → Are you an **E**xample for others to copy

When praying, remember another helpful acrostic - PRAY

- P** ... Begin with **P**raise and thanksgiving
- R** ... **R**epent of your sins and **R**eceive cleansing from God
- A** ... **A**sk God for the things that are weighing upon your heart
- Y** ... **Y**ield to God's will.

OPERATION CELEBRATION!

Operation Celebration is not unique; it is the same strategy used successfully by the Billy Graham Evangelistic Association known as Operation Andrew. The basic idea behind the method is to list the names of seven people who do not know Christ, pray for them for a minimum of ten minutes per day, seek to cultivate friendships with them opening the way to talk about Christ, and invite them to a upcoming harvest event such as *Celebration Weekend!* or another harvest event at your church. With this packet, you received a prayer commitment card. Use this card to list the people you are praying for. Keep or post it in a handy place such as your Bible, refrigerator, a mirror, car dashboard or any other place that will serve as a reminder for your to pray for them. Begin by doing the following:

Look Around You – List names of seven individuals you know who need Jesus Christ. These can be relatives, friends, neighbors, co-workers, casual acquaintances, or church prospects from your church prospect list.

Look Up – Pray each day for these individuals spending at least ten minutes in prayer. Ask God to prepare them to receive Christ as their Lord and Savior and that they would become witnesses for Him. An acrostic "HEART" is included in this section to help you

know how to pray for them. Also, ask God for opportunities to show and share the love of God with them.

Look Out – Look for ways to cultivate friendships with them if you do not know them already. Friendship opens the door for the gospel.

Look Forward – Talk with each person about attending the upcoming harvest event at your church. Offer to come by their home and pick them up even if they don't need a ride.

Look After – Those who respond to Christ or show interest in the gospel need your encouragement. Continue to pray for those who respond and for those who do not.

Have a **HEART!** How to pray for lost people.

H ... Pray that their **Hearts** would be open to the gospel (Luke 8:5, 12)

E ... Pray for their spiritual **Eyes** to be open and that their **Ears** would hear (Matt. 13:15)

A ... Pray for them to understand God's **Attitude** toward sin (John 16:8)

R ... Pray for the person to be **Released** to believe (2 Cor. 10:3-4; 2 Tim. 2:25-26)

I ... Pray for a **Transformed** life (Rom. 12:1-2)

There are plenty of other ways you can participate in a great commission prayer ministry. Once you have begun Operation Celebration in your church, you may want to investigate how you can further become involved in prayer evangelism. Consider the possibility of Prayer Walking, the Lighthouse Movement, Houses of Prayer Everywhere, or "Jesus" Video distribution. Talk to your pastor about these ideas. Who knows, God may spark a great commission prayer revolution in your local church through you!

An Invitation to Consecration

Now that you have studied the previous sections, take a few moments to reinforce your commitment to pray for the lost. Fill in the commitment section below...

I _____ consecrate myself to God to the following in an effort to honor God and fulfill the great commission: (Check all that apply)

___ I commit to daily seeking God's presence and power in my own life through prayer

___ I commit to pray regularly for the evangelistic ministry and the ministerial staff of my church

___ I commit to participate in Operation Celebration and with God's help, I will do my best to pray daily for the seven people listed on my commitment card

Sources Consulted for Operation Celebration Manual

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Recommended Reading Related to Prayer

Wilkinson, Bruce. The Prayer of Jabez. Sisters, Oregon: Multnomah Publishers, 2000

Cymbala, Jim. Fresh Wind, Fresh Fire. Grand Rapids: Zondervan Publishing House, 1997

For More information about Foundation Ministries Evangelistic Association, or about *Celebration Weekend!* contact Darrel Davis at Foundation Ministries, P.O. Box 347, Conway, NC 27820-0347. Call us at (252) 585-1560 or Email info@onlyfoundation.org