

Revelation Now

Preparation Checklist

Jac and 'dena Colón
Evangelists, NPUC

Getting Started

(One year to 9 Months prior to the meetings)

- ___ Select the Meeting Date with the Evangelist.
- ___ Secure church board approval for the meetings.
- ___ Plan church calendar to minimize distractions during the meetings. (Board Meetings, Pathfinder campouts, men's and women's retreats, etc.)
- ___ Secure Conference Office Approval.
- ___ Organize the evangelism steering committee. (See page 6)
- ___ Assign completion dates for each item in this checklist and enter into Calendar.
- ___ Begin to publicize the Meeting and the Rally Day Weekend.
- ___ Begin searching for a hall for meetings and the nursery

Preparation for Advertising

(Six months prior to the meeting)

- ___ List all zip codes within a 15 - 20 mile radius (page 9)
- ___ Obtain the number of addresses for each zip code
- ___ Select zip codes for mailing and total up the number of handbills you will need
- ___ Complete the Newspaper Advertising Survey. (page 10)
- ___ Prepare the Meeting Budget with evangelist and submit to the Conference.

Preparation for Desert Rain

(Four to Six months prior to the meeting)

- ___ Begin the Organizing for Action section of Desert Rain. (See Desert Rain Manual)

Order Advertising

(Four Months prior to meetings and after Conference approval of the budget)

- ___ Secure contract for the hall and nursery.
- ___ Prepare a map to the hall if needed.
- ___ Order the newspaper ad for Thursday prior to opening night
- ___ Order TV/Radio Spots if applicable

Rally Day Weekend Preparation

- ___ Give a copy of the bulletin information to the church secretary. (See p 9)
- ___ Notify the Music Committee that ‘dena Colón will have special music
- ___ Notify Sabbath School Sup. & teachers that team will use entire SS time
- ___ Insure preparations for the fellowship dinner.
- ___ Friday Evening Workshop - recruits for pre meeting and meeting help.
- ___ Announce in church newsletter, encouraging all to attend workshop.
- ___ Finalize plans for "Desert Rain"
- ___ **Rally Day Weekend** (Two Months prior to the meetings)

After The Rally Day

- ___ Launch Desert Rain
- ___ Begin making Staff Personnel assignments.
- ___ Begin visitation of all inactive members and interests.

Final Preparation (One month prior to the opening)

- ___ Complete Staff Personnel assignments.
- ___ Newspaper advertising prepared and submitted.
- ___ TV /Radio Spots delivered.
- ___ Secure Hall set-up time, nursery location, and storage place
- ___ Arrange for a sign if necessary.
- ___ Arrange for flowers and decoration for the platform.
- ___ Insure there are no conflicts in the church calendar during the meetings. Board meetings etc. should be scheduled after the meetings are over. Try not to have meetings on the off nights. Our people need them for a break and the visitation teams need them for visiting..

The Last Week Before the Meetings Start

- ___ Announce Wed. Night Organizational meeting for **entire church. Staff must attend.**
- ___ Give Meeting bulletin information to church secretary. (Page 8)
- ___ Organizational meeting, Wed night before opening night. Staff final instruction.
- ___ Opening **Night**

During the Meetings

- ___ Arrange for fellowship meals on 3rd & 4th Sabbath.
- ___ Arrange for visitors to be invited to members homes for lunch on the 5th (last) Sabbath.
- ___ Have your music committee arrange 4 or 5 music specials for Sabbath evening vesper service on the last Sabbath.
- ___ Plan your follow up program for after the meetings are over.

After the Meetings

- ___ Follow up week visiting the stragglers and newly baptized
- ___ Arrange for every new member to be visited each week for the first 4 weeks after the meetings.
- ___ Pastor preaches the first Sabbath after the meetings. (see note)
- ___ Begin the Bible marking class during Sabbath School for the New members
- ___ Keep the Fire Burning on Sabbath afternoon.

Miscellaneous Notes

- In planning the preaching schedule, the evangelist should preach each Sabbath from the opening weekend until the last Sabbath of the meetings.
- The pastors first sermon after the meetings is crucial. The new people are anxious to hear their pastor. The pastor needs to be at his best. It is best not to have special programs or concerts etc. scheduled for that weekend.

Revelation Now Steering Committee

The Steering Committee will work closely with the pastor and the evangelist to insure that every aspect of the meeting is adequately and professionally prepared for. It should consist of the following.

1. **Chairperson:** _____
Calls and chairs the steering committee. Responsible to insure that subcommittees are formed and are functioning properly and project plans are moving forward.
2. **Desert Rain Coordinator:** _____
Oversee the design and implementation of the Desert Rain interest development program, Bible Studies and any other type program. The Sabbath School Superintendent or the Personal Ministries Leader should chair this committee. Both should be a member.
3. **Meeting Visitation:** _____
 - Recruiting and organizing visitation teams to visit the interests during the meetings.
 - The evangelist and pastor will provide all of the training necessary.
 - Visitation team members must attend the training classes (Every Sunday AM from 9:00 – Noon) in order to be assigned responsibility for interest names.
 - Must have at least one day or evening per week available for visitation.
 - Work with the Pastor to implement the assimilation plans for following up the new members.
4. **Personnel:** _____
 - Assuring that the meeting staff is in place before the meetings begin.
 - Work with the head greeter and usher to coordinate and organize the staff each night.
5. **Child Evangelism:** _____
Provide an adequate children's program to cover at least preschool age children.
6. **Arrangements:** _____
 - Location of the auditorium
 - Overseeing that the hall is set up properly and decorated
 - Help set up the equipment at the hall and then help move it to the church.
 - Parking is cared for and all of the details associated with it.
 - Nightly set up of equipment and chairs at the hall.
 - Arrange for a phone line to be hooked up for the evangelist on the day they arrive. Should have call waiting.
 - Coordinate Potlucks and arrangements for all new members and interests to have an invitation to someone's home for lunch on the last Sabbath.
7. **Treasurer:** _____
Will be responsible for the meeting budget, including all offerings collected during the meetings. Will turn in a final financial report of all funds received and dispersed to the conference at the conclusion of the meetings
8. **At Large: (Optional)** _____

Revelation Now Sample Agenda for First Steering Committee Meeting

Devotional Text

“The first thing Andrew did was to find his brother Simon and tell him, “We have found the Messiah” (that is, the Christ). And he brought him to Jesus.” John 1:41, 42

1. Review the Meeting Fact Sheet
2. Review the Overview of Desert Rain. Since this is the heart of the pre-meeting interest development program, it is important that the entire committee understands the program.
3. Review Steering Committee Assignments
4. Procedure for the Formation of Committees
 - Each Chairperson should brainstorm and list the names and alternates for people to serve on their committee. **Do not talk to the individuals involved yet!** Wait until all lists are compared and coordinated.
 - Try to use **as many people as possible** in forming committees. New people are some times the most willing.
 - Bring the lists to the next steering committee meeting and compare names to make sure there are no duplicates. If there are duplicates, negotiate who should be on which committee.
 - Finalize the committee lists by asking the people to serve.
5. Set time to meet and finalize the lists. Should be within one week.
6. Work through the Goal Setting worksheet.

Attendance and Baptismal Goal Setting Worksheet

Set preliminary goals in each of the following areas. As the Steering Committee meets and the action group classes meet and set their own goals, you may want to revise these numbers, but at least this will give us a starting point.

Opening Night Attendance

Number of members attending: _____

Number of Desert Rain interests: _____

Advertising interests: _____

Opening night goal: _____

- We will double our number of opening night visitors during the course of the meetings.
Goal for total number of interests attending _____ (2 x total opening night)
- We will baptize from 10% to 20% of the interests attending.
Baptism goal for the meeting: _____
- You are responsible for the opening night crowd.
I am responsible for holding the crowd.
Understand that neither of us can do our parts without the Holy Spirit.
- One half of the people invited, who say they will attend, will actually attend.
Commitments needed to reach Desert Rain goal: _____
- Five names are needed on each prayer list to get one person to commit to attend.
Goal for names on prayer list: _____

Handbill and Zip code Worksheet

Use the following worksheet to calculate the number of handbills to order.

1. Locate the zip codes within a 15-mile radius of the meetings.
2. List the zip code numbers on the table below.
3. Call the mailing service to find out how many addresses are in each zip code.
4. Record the numbers in the table.
5. Calculate the total number of addresses.
6. Add about 1,000 more for use by the church members.

Zip code	Address

Zip code	Address

Total Addresses _____ + 1,000 = _____ Handbills Needed

Cost per 1,000 handbills _____ x _____ handbills = \$_____ Total

For ordering information, call Harold Kehney, Color Press, 1-800-222-2105, or Tom Hall or Fern at Graphic Printing at 1-800-755-4029. If this meeting is with Jac Colon, check to see which supplier he is using.

Newspaper Advertising Survey

Run a full-page advertisement in the local newspaper on the Thursday before opening night. In addition to this there may be some shopper type papers you can use for advertising. Gather the following information for each possible newspaper in your area. Use this information to assist you in making your decision as to which newspaper to use.

Name of the newspaper:

Total Circulation: _____ Area of Circulation: _____

Cost for a full-page red and black and white:

Morning and Evening \$_____.

Morning only \$_____.

Name of the newspaper:

Total Circulation: _____ Area of Circulation: _____

Cost for a full-page red and black and white:

Morning and Evening \$_____.

Morning only \$_____.

Name of the newspaper:

Total Circulation: _____ Area of Circulation: _____

Cost for a full-page red and black and white:

Morning and Evening \$_____.

Morning only \$_____.

Radio and Television Advertising Survey

We would like to run as many radio and TV spots as possible

Name of the Station: _____

Radio / TV

Cost for a package of 30 second spots:

Number of Spots: _____ \$ _____.

Number of Spots: _____ \$ _____.

Number of Spots: _____ \$ _____.

Name of the Station: _____

Radio / TV

Cost for a package of 30 second spots:

Number of Spots: _____ \$ _____.

Number of Spots: _____ \$ _____.

Number of Spots: _____ \$ _____.

Name of the Station: _____

Radio / TV

Cost for a package of 30 second spots:

Number of Spots: _____ \$ _____.

Number of Spots: _____ \$ _____.

Number of Spots: _____ \$ _____.

Mail this form to Jac Colón at 112 Wild Rose Way, Mossyrock, WA 98564 six months prior to the meetings

Rally Day Weekend Information

Friday Evening (7:00 – 8:30) Desert Rain Group Leader Training

A special training workshop for the leaders in the Desert Rain Project. This should include all coordinators, Sabbath School Leaders and the Action Group Leaders as well. We should have 1 person for every 5 who attend Sabbath school. In other words, each class should be divided into groups of 5 and each group should have a facilitator present at the training session. A class of 20 people should have at least 4 attending the Friday evening meeting.

Bulletin Information

These are provided for your convenience. If for instance, you normally don't have a Scripture, or Closing Song, please don't feel that this is mandating it. The main program elements do need to be maintained. Feel free to call if you have a programming question.

Sabbath Morning Sabbath School Time

If possible, we would like to be able to use the entire Sabbath School Time. However we don't want to cause problems doing it. For your bulletin: "Jac and 'dena Colon will guide us in a special Sabbath School experience this morning, introducing *Desert Rain*, an exciting pre-evangelism activity."

Sabbath Morning Worship Hour

Scripture	Psalm 51:7-13
Opening Song	Jesus Saves (340 in new hymnal)
Special Music	'dena Colon (<i>Be sure to notify your music committee!</i>)
Sermon	A Sword for the Lord
Closing Song	Jesus is Coming Again (213 in new hymnal)
Special thought:	"The time has come for us to expect the Lord to do great things for us." 1 Selected Messages 111

Sabbath 12:00- Fellowship Dinner

Overview of Revelation Now for the Church (1:30 – 2:30)

This is an informal meeting with the evangelistic team to talk about the expectations and the things necessary for a good evangelistic meeting. Everyone is welcome.

Revelation Now Steering Committee Meeting (2:30 – 3:30)

A report from the committee and clarification of each committee's responsibilities.

Revelation Now Meeting Staff

Hopefully one person can be found – most likely the Head Greeter or Sales Help person – who will be able to be "dena's extra help." We are trying to lessen the stress on 'dena, and need a self-starting person, eager to help, willing to work closely with 'dena to get things done during the meetings. This person should not be on the visitation team, and should be a friendly person.

Head Greeter

Needs to be a trustworthy, responsible person (male or female) who smiles easily and gets along with the other greeters well. He/She should be able to think quickly and be tactful in unexpected circumstances. He/She needs to be able to recruit, delegate and organize things well. **He/She must be present each night, and coordinate with 'dena.**

Greeters

Should be pleasant, out-going, smiling, helpful people who can think clearly and be tactful. They should be neat in appearance. Younger people are often better but not always. Greeters must be willing to dress in a manner that will exemplify the Adventist lifestyle.

Head Usher

Must be a trustworthy, reliable person who can take charge of things. He should be friendly and able to get along with people.

Ushers

These should be helpful reliable people who will be friendly with those attending. Need some men, to handle possible heavy jobs.

Card Screener(s)

A reliable person who knows the members well (may be the church clerk or secretary) who can sort the cards *each night* in preparation for computer entry. This will usually take about 5 minutes at the end of the meeting – more on opening weekend. If there are other churches in the area, someone who knows those members should help for the first few nights.

Video Showing Personnel

Beginning the second night, one hour and 15 minutes before start time, we will begin showing the previous nights' program on a large video screen in the main auditorium. We need a person, or couple capable of the following: Cheerfully greeting those who come to see this video showing (usually because they missed a night – sometimes there are very few or none who come, other times, quite a few), handling their registration cards, and turning on the video player and projector. It is best if it is the same person/people each night.

Transportation Committee

The purpose of this committee is to arrange rides for those attending who cannot get to the hall or the church. Should be a good organizer who can coordinate between those who want to provide transportation and those needing rides.

Prayer Committee

Cannot be on the visitation team or a greeter or usher. People who have the gift of intercessory prayer. They should meet each night 15-20 minutes before the meeting to review prayer requests. This time in prayer is very crucial and important. Members of this committee should not be on the visitation teams who will need to be in the foyer looking for their interests while the prayer team is praying.

Child Evangelism

There are two options here; the first is ideal:

1. To have a child evangelism program that is well planned, probably involving at least two groups of children – infants, and those old enough to participate in a program. Most often, the age limit ends at pre-school, around seven, with the programs much like a Kindergarten level VBS. Some churches have even gone up through age twelve, covering the same subjects as in the main auditorium, We have seen some baptised with their parents. Whatever level this option goes to, it is the best, because love and care are put into it and the children really want to come. This option is actually easier to recruit help for, since it has more purpose and mission.
2. At the very least, we must have childcare available for pre-school age children. The person in charge does not have to be in the nursery each night, but can delegate and plan, so that a capable, competent person is in charge each night.

Visitation Teams

1. Recruiting visitation teams is the responsibility of the Visitation Team Coordinator on the Steering committee.
2. Team members must be willing to attend training classes which will be conducted every Sunday morning from 9:00 until Noon. We will provide all of the training necessary for the team members.
3. Team members must have time available for visiting at least one day a week.
4. Carefully coordinate with the pastor when selecting team members. They must be committed to the SDA Message, not extreme in either the legalistic or liberal point of view. And willing to reflect SDA standards for conduct and appearance appropriate for visiting potential members.
5. This is a major commitment but one that is well worth it.

It is Important that the following positions are carefully chosen in consultation with the Pastor and/or Evangelist

Sound Engineer

Should have some experience with soundboards and be technically oriented. Must have good hearing and be able and willing to follow the flow of the program. Must be willing to work with 'dena as she oversees the sound volume and quality, and follow instructions from the evangelist and his wife concerning the volume of the sound system, even if they think it is too loud or not loud enough. ***Must be the same person every night.***

Please do not select a committee to operate the sound system. It does not work. It is better to have one mediocre sound person than a committee of experts. The same for the video camera.

Video Cameraman

We video the entire program. Should have some experience with video cameras, and a quick, technical type mind. We provide all the equipment. ***Must be the same person every night.***

Sales Table Helpers

Two people to help with sale of printed sermons, CDs, and other items each night.

Must be people oriented. Project a warm and caring attitude.

Must be able to handle and manage money

Must be willing to follow instructions. We have a complex book keeping system and if things are not done properly it can cause a lot of extra work deciphering.

Must be the same people every night.

'dena's Right Hand Helper and Detail person

A Person to assist 'dena with some of the small nightly details that need to be done, but pile up on her. Also to simply aid in helping her be sure that things go smoothly. A personable, reliable, cheerful person – good with people. This person is very important, could overlap duties with another job, like sales or head greeter. ***Must be the same person every night***

Data Entry

A person to enter the nightly attendance from cards into a computer. See *Data Entry Personnel Needs*, next page 17 for the job description. This person is very important. ***Must be the same person every night***

We provide the interest tracking software. It can be downloaded from

www.revelation-now.com/trackem.html

After downloading and installing on the computer, print out the manual found in:

C:/program filestrackem/trackem manual.doc and work through the tutorial before the meetings begin.

Meeting Staff Worksheet

Head Greeter –

Greeters

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Head Usher –

Ushers

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Card Screener(s)

- | | |
|----|----|
| 1. | 2. |
|----|----|

- Sales Table Helpers
- dena's Right Hand Helper and Detail Person -
- Data Entry –
- Video Showing Personnel
- Transportation Committee Chairperson
- Prayer Committee Chairperson
- Sound Engineer –
- Video Cameraman –
- Child Evangelism Coordinator –

Data Entry Personnel Needs

Basic Information and File Sharing

This person needs to be a Seventh-day Adventist member who has a good attitude of soul winning. Understanding the decisions of which names to enter, and the confidentiality of comments on cards is crucial.

The data entry person will be using an interest management program called “Trackem” written by Jac Colon and used by over 100 pastors and evangelists in North America. It is user friendly, and powerful. If you have internet access you can download the program and a tutorial manual from www.revelation-now.com/trackem.html If you do not have internet access, contact Jac Colon 253-709-1306 to receive a CD with the program and tutorial on it. Please have this program on your computer (and/or the computer you will use – perhaps the church’s computer) and work through the tutorial before the Wednesday prior to the meetings. This way, if you have any questions they can be answered by Jac or ‘dena at the Wednesday night organizational meeting, prior to opening night.

- Opening week has special timing in terms of sharing of the entered data with Jac. The first few nights involve the heaviest work, since entering the initial address and survey data takes longer. If the numbers are very large (initial numbers of guests over 200 and overall attendance of over 400) you can line up additional help for opening weekend. The initial entries can be done on multiple computers and merged. After the initial information is in however, the nightly attendance updates need to be done on one computer. Once the number of new people begins to decline, the data entry becomes rather rapid. For these reasons, Jac doesn’t expect to have opening night’s data on Sabbath morning. He does, however need to have all of night one and night two entered no later than 8:00 am on Sunday (preferably sooner). There is a class for the visitation teams at 9:00 and he needs to get the data ready for distribution among the teams at that meeting.
- From that point on it becomes vitally important to receive from Jac the file he has worked on and updated throughout the day, and restore his updated data to your computer before any further work is done on the file. Otherwise work done during the day will be lost.
- Also, from that point on, Jac will need to receive the updated computer file and all cards on a nightly basis. Often there are visitation teams waiting to receive a printout of the information, for visitation purposes, the next morning. This is why this is time sensitive. This can be done in any of the following ways.
 - ✓ The computer file can be sent via email, as soon as it is completed, and the cards given to Jac or ‘dena as soon as possible the following morning.
 - ✓ After the meetings have moved to the church, it will be easy to complete the work on the files there, after the meeting, and turn a floppy disk and the cards over to Jac or ‘dena before leaving. (This assumes either a church computer or a laptop, *this is the ideal method.*)
 - ✓ Or the computer file can be backed up to a floppy, and given, along with the cards, to Jac as soon as possible the following morning. Jac is typically a very early riser, so it can be dropped off at our “bus home” on the way to work.

Meeting Treasurer: Procedures for Handling the Funds

The church treasurer or associate should serve as the treasurer for the Revelation Now Meeting. The treasurer will work closely with the evangelist to ensure that the funds are accurately and faithfully accounted for.

Guidelines for handling the funds are as follows:

1. After the local church and the conference have approved the budget, the conference will send an advance to the local church treasurer.
2. The treasurer should make a new account entry for the funds and notify the evangelist that the funds have been received.
3. The treasurer will be responsible, along with the evangelist to insure the bills are paid in a timely manner.
4. The treasurer will not pay any bills without first checking with the evangelist.
5. The treasurer will reimburse the evangelist for expenses incurred.
6. A receipt must be presented before any reimbursements are paid.
7. When the meetings are over, the treasurer will report all income and expenses to the conference.
8. The treasurer will include all remaining funds, including the church's portion to the conference according to Union and Conference policy.

Handling the Offering

1. The offerings are collected each night and given to the treasurer or designee.
2. Two people will count the offerings and initial the amount on the nightly report sheet.
3. The treasurer will show the report sheet to the evangelist each night after the offerings have been counted.
4. All offerings should be immediately deposited into the proper bank account.

Head Greeter

Schedule should be completed for each night insuring that an adequate number of greeters will be present for each meeting. Be sure that each greeter receives a schedule.

Revelation Now Badges are available and should be issued to on duty greeters and ushers. They need to check one out on a nightly basis, and check it back in after the meeting.

Tables should be checked each night to insure that the materials are set up properly and that they are neat and attractive.

Registration Packets should be available for distribution to people who are attending for the first time. The greeter should smile warmly, hand a packet to the person and say:

"Hello, we are so Happy that you have come to Revelation Now, this is your registration packet for the free loose-leaf note book. The speaker will explain more about it during the meeting. You might want to read the instructions on the envelope. I hope you receive a blessing tonight."

Please insure that each visitor receives their own packet, but church members must be limited to one packet, per family. (The one exception is teenagers, wanting their own packet)

Following Nights a greeter will initial the envelope on the next appropriate block to keep track of total attendance and determine when they get their free loose-leaf book. You will also need to spot newcomers and issue them a packet in the same way as opening night. Jac explains registration from the platform after the sermon.

Notebooks will be awarded at the door for those who have attended nine nights.

Printed Sermons must be ready for distribution at the close of the sermon. Make sure that the greeters are in position and instruct them to collect the printed material cards from each individual receiving a printed sermon. Care must be taken in handling the printed material cards each night. Each greeter must hand them personally to you and you give them to the coordinator of the records committee. No one else should handle the cards.

Foyer- Help the ushers keep the foyer clear of people. Even greeters and ushers. they must be in the meeting for the sermon. As soon as the people stop coming the greeters should feel free to be seated and if they don't feel free to do so, invite them to. They should sit in the rear of the auditorium and quietly slip out after the offering.

Walkouts- Be sure to sit where you can contact those who walk out before the end of the program and try to find out why they are leaving. Say, "We are sorry that you have to leave, Would you like a copy of the sermon?"

Greeter

You are probably the most important person at Revelation Now each night. You are the very first impression that many will have about our program and more importantly about our message. Please try to maintain a warm friendly attitude toward those whom the Lord has sent to us.

Appearance is very important and you should dress in such a way as to glorify God and uphold his standards. A casual dressy look is appropriate. Please no jeans, shorts, spandex, or other such recreational wear.

Tables should be kept neat and attractive. Do not use them to store purses or books etc.

Registration Packets should be available for distribution to people who are attending for the first time. Be standing near the door with a supply of packets in your hand. Smile warmly, hand them a packet, introduce yourself, and say:

"Hello, we are so Happy that you have come to Revelation Now, this is your registration packet for the free loose-leaf note book. The speaker will explain more about it during the meeting. You might want to read the instructions on the envelope. I hope that you receive a blessing tonight."

Please insure that each visitor receives a packet, but we must limit the packets, one to a family for church members. (The one exception is teenagers who want their own.)

Following Nights, you should initial the envelope on the next appropriate block to keep track of total attendance and determine when they get their free loose-leaf book. Try to spot newcomers and issue them a packet. If in doubt, simply ask "Do you have your registration packet?" If their answer is no, then you can ask if this is their first night, and give them a new packet.

Notebooks will be awarded to those who have attended nine nights.

Printed Sermons must be ready for distribution at the close of the sermon. Make sure that you are in position and prepared to collect the printed material cards from each individual receiving a printed sermon. *Care must be taken in handling the printed material cards each night. You must hand them personally to the head greeter. Do not give them to anyone else.*

Foyer, Help the ushers keep the foyer clear of people. **Even greeters and ushers.** You must be in the meeting for the sermon. As soon as the people stop coming the greeters should feel free to be seated. You should sit in the rear of the auditorium and quietly slip out after the offering has been taken.

Head Usher and Ushers

Schedule should be completed for each night insuring that an adequate number of ushers will be present for each meeting. Be sure that each usher receives a copy of his schedule.

Revelation Now Badges are available from the Head Greeter, and should be issued to on duty greeters and ushers. They need to check one out on a nightly basis, and check it back in after the meeting.

Offering is taken up nightly after the sermon, and during the announcements. Be prepared to receive the offering immediately after it is called for. The men should be in place in the front of the auditorium and the offering baskets should be in place before the meeting begins. You will need two men for each row. One to pass out the baskets and one to receive them on the opposite side. Encourage them to move as quickly as possible and not to wait for each row to be collected before going on to the next.

Materials to be given away nightly include packets, blue cards, pencils. Have these items ready for your ushers to give to those who need them. Again pass them out from the front, moving back. Any other supplies will be with the head greeter. Be sure to check with her to get any supplies needed.

Beginning night 15 there will be some special materials to pass out, for four nights. **You will need extra personnel to help with this, since it happens *immediately* after the offering.**

Seating may be limited if there is a large crowd. Encourage the people to sit towards the center leaving the outside aisles open for those who are coming in. In addition it is important to help guests find a seat. They will not go all the way down to the front if they do not know for sure there is a place to sit there. It is too embarrassing to have to go back. Also they will not ask people to move over a seat or two to make room for them, the usher must be willing to do that for them. It is best to go down and find a seat, then wave to them to come sit. Let's make them as comfortable as possible.

Lights are to be turned on and off at the proper time during the meeting each night. The usher in charge of the lights should be the same one each night in order to prevent confusion.

Foyer is to be kept clear of people as much as possible. You have my full authority to do whatever is possible to keep our people from congregating in the foyer. Also try to keep people from going in and out of the meeting. Children seem to be the chief offenders here.

Sales Table Helpers, to Assist 'dena

We need two people (the same people each night) to assist 'dena at the Sales Table. These people need to be smiling, friendly, and courteous to the customers, using phrases like "May I help you?" and "Thank you" - with smiles. Should be able to handle simple change making, and in general be an assistant to 'dena.

There are sales every night, except during Sabbath hours, from 6:45 to 7:15 and after the meeting until people leave (about 8:45 to 9:00 or 9:15)

'dena will not be able to be standing at the table before meeting, but will be there after meeting. We need someone capable of handling the table on their own before meeting. Occasionally 'dena must step away from the table after the meeting also, to handle some problem, but she is usually there.

There are two types of sales: direct sales of "off the table" items, and orders of CD, or DVD sets or single DVDs. You should learn the ordering system from 'dena, and understand how it works.

- When someone asks if we sell video or cassette sets, the answer should be (with a smile!): *"We **can** make you a video (or cassette) set, it costs the same as a DVD (for Video, or CD for cassette) set. But you should understand that it is old, and we are unable to make a current one. The DVDs have more of the meeting on them. Are you aware that you can purchase DVD players for around \$40.00 at places like Fred Meyers and Walmart?"* If they continue to show interest in video set more than DVD, have them talk to 'dena concerning that special order. **Please have this speech nearly memorized. It should be given with a smile, and an attitude of wanting to satisfy their needs, but at the same time, clear that they will be getting an inferior quality with Video or Cassette.**

For security purposes, 'dena takes the bills and checks out of the sales box each night, and brings them back the following night. We will find an agreed upon place to put the cash box when the table is closed. Please do not leave the cash box sitting on top of the table when you are not there.

We want to keep the Sales Area clean, orderly, and free of non-sales items. Please help with this.

On the final weekend, Saturday evening after the closing vespers service, we do an inventory. If you can plan to help with this, it would be a real help.

Video Showing Instructions

An Explanation of Video Showing

Beginning on the second night, at 6:00 pm we will show a DVD of the previous night's meeting on a large screen. This is for those who miss a night and want to catch up, or for those who may want to hear a sermon again. Because they are sitting through the meeting, those who come to this may receive credit for attending.

We need someone able to commit to being there faithfully at this earlier hour each night (preferable the same two people/couple every night). All that is necessary is faithful attendance and the ability for one to start the video machine and audio equipment, and the other to warmly welcome people and ensure that they receive credit for attendance. The crowd will vary from 1 or 2 up to 25, but every night the video must be started on time.

Video Showing Instructions

1. Arrive at 5:45 or earlier to set things up. Ensure lights are on and doors are open.

Equipment instructions:

2. Plug in the speakers; turn on the projector (press "input" so that it says "video" in upper left corner); turn on the sound equipment – red button on the bottom.
3. Cue up the DVD to start right after Jac's prayer, by:
 - Turn on the DVD player, ensure the correct DVD is in the player.
 - Press play to start playing.
 - Press the "next" button to go passed 'dena's song, very close to the close of Jac's prayer. ("Next" jumps forward 6 min., "previous" goes back 6 min.) Between the "previous" and "next" buttons is a toggle switch with fast forward and fast rewind arrows. You can use them to find the right spot to start the DVD – right after Jac's opening prayer. Press pause, and wait until 6:00 to start actually playing the DVD.
4. Begin the video tape promptly at 6:00 pm regardless of whether anyone is there. **Adjust the volume (Main & Video slides)**. Often people will arrive a few minutes late, but if you wait to start the DVD until after they arrive, then it runs too long – overlapping the regular meeting.

Greeting Instructions: (note these are different from regular greeting instructions)

5. Ask if they were there the previous night, and if not then initial their packet two times (once for the DVD, and once for that night's live sermon).
6. **As they come in** exchange their printed materials card for the printed copy of the sermon they will be watching on the DVD (The previous night's sermon). Do this at the beginning because at the close of the sermon, it is too difficult to track them down among the other arriving guests. (Note that if they are new you will issue them a packet, mark the second night, and exchange their filled out yellow registration card for the sermon. If they have been before, and forget their packet, have them fill out a blue card, and exchange that for their sermon. **Get a card with their name, and give them the previous night's sermon.**)
7. Put the letters "TV" in large capital letters on the upper left corner of their printed materials card, and turn them in to 'dena as soon as she arrives.

8. Continue accepting DVD viewers, marking their packets and giving them the previous nights' sermon in exchange for their card, until about 6:30. After that, they can watch the program, but we can not continue to give the credit for attendance at a meeting.

Interest Committee Procedures

The following instructions will simplify the process of entering the names into the computer. Separate the SDA names and then arrange the visitors names by families. We will only mail out one letter per household so you must select which one to put on the mailing list. In addition, it is much easier to if we have them grouped by families, cities and Zipcode.

1. Separate All SDA Names From The Cards

They don't need any further sorting. Simply rubber band the stack, and hand to the computer operator. (Make sure that you know they are baptized, and active members of the church. Many will call themselves SDA because they are attending, but are not actually a member. These are the best interests.)

2. Arrange The Names By Family Units

- Alphabetize the registration cards by first letter of the last name only.
- Search each group for family units on more than one card. For example, if a husband, wife and son each register separately, put them together.
- Decide which name is most likely to be the head of the family (by observing names and ages) and mark that card with a large "Y" on the upper left corner. Do not spend too much time trying to decide which is the head. If in doubt just guess.
- Mark the remaining cards in that family unit with a large "N" in the upper left hand corner and *keep the cards together throughout the remaining sorting process, with the head of the house on the top*. Paper clips may help.

3. Arrange The Stacks By Zipcodes

Place all the cards with the same zipcode in one group making sure you do not disturb the family units.

Keep the zipcode groups separate with large rubber bands or by criss-crossing the cards.

4. Clean Up The Cards

(This step may be skipped if you are absolutely out of time. Otherwise it is very helpful.)

Look through the cards for any writing that is not legible and print the information out plainly so the computer operator will not have to stop typing.

Look up any zipcodes and phone numbers that are missing.

Child Evangelism Activities Idea List

This is without a doubt one of the most important parts of the Revelation Now program. We have never had a disappointing meeting where we have a good child evangelism program and we have never had a great meeting with a poor children's program. Parents simply will not come if they have to fight with their children during the program every night.

Unless you have a person already totally dedicated to child evangelism (usually aimed at primary/junior age), only try to care for the preschoolers. Be strict about this rule, or your nursery workers will run into trouble. It is invariably the older children who need more supervision, and give trouble, even when they "are trying to help."

We always make a real plea for **all** church members to pitch in and help in the nursery for at least one night. If many people help, and spread the load around, no one gets burned out. The nursery organizer should arrange to have other adults be in charge on some of the nights, so he/she can also sit in the meetings. Please do not have Unbaptized guests or children who are of baptisable age helping in the nursery. They should be in the main program.

There are two main options: To have a structured program similar to a vacation Bible school, but aimed at 0-6 years; or to just keep them as happy as possible.

Structured Program:

When there is a person willing to do it, these have been our best nursery programs, because the children are anxious to come, and bringing their parents!

You'll need to separate the infants from those old enough to take part in activities. Suggestions for the infants can be found below.

Someone willing to have simple crafts, tell stories, sing Sabbath School songs can organize an extended program of these activities. It takes work, and the children are all pre-school with short attention spans. We don't push this on anyone, but it is the best option.

We have available a child evangelism program guide, with suggested program & crafts, built around the "My Bible Friends" video set. Also, the Adventist Book Centers have some great programs designed for child evangelism.

Simple Program:

1. Find and borrow a few cribs, playpens, maybe even walkers from the members.
2. Have plenty of old toys for pre-school age around. Again, perhaps members with grown children can help.
3. If you can find some Story-hour tapes or Christian children's music cassettes (please keep the themes religious) this will keep a few of the older ones busy most of the time.

Planning Notes

Baptisms- Try to have a baptism ready for the night that you cover baptism. From then on we can have a baptism every night of the meetings. The baptisms will be first on the program, in between the two special songs.

Encourage the ladies to wear some old jeans or slacks underneath the robe for modesty reasons.

Fellowship Dinners- should be planned for the Sabbaths of the third and the fourth week. The final Sabbath dinner will be in the homes of the members. Each new member and each interest should have an invitation for dinner. This should be arranged in advance and coordinated by the head hostess or other designated individual. If *Keep the Fire Burning* is going to be used, then there should be one more potluck a week after the final Sabbath.

Workers' Meetings- Plan to meet each day at 1:30 PM for instructions for the day and to review the visits and the names. Please be on time for these meetings, as you will be affecting the work schedule of others.

Day Off- Thursday is our day off. There will be other evenings (Wednesdays) when we will not have a meeting, but *these are for the purpose of visitation*. There are many people that we will not be able to see in the daytime; we must visit them in the evenings.

Baptismal Class- Beginning in the third week. This is a public class for all persons attending, even church members, which takes about 15-20 min. each of four nights following the sermon.

Sabbath School Class- Begins at 9:30 Sabbath morning after the second week (on the third weekend). Covers rules for interpreting prophecy and reviews some of the deeper prophecies. For new people. Only new members or interests attend the Sabbath School class. Members who have worked with the new members may attend with them.

Lay Visitation Team Meetings- We will meet at 9:30 AM each Sunday for training in addition to reviewing and assigning names.

Pastors Weekly Briefing Sheet

Pre Meeting Week

1. Insure arrangements are made for help setting up the hall.
2. Decide on preaching schedule for 2nd weekend. The evangelist should preach for the five weeks from the first Sabbath of the meetings till the end. The last 3 Sabbaths are Revelation Now meetings. Please be careful not to plan and extra events such as, baby dedications, childrens stories, etc during these Sabbath morning services.
3. Reminder for setting up music and last vespers program during the last week of the meetings.
4. If possible it would be great to have a baptism planned for the night we cover baptism. This is the second Tuesday of the meetings. (end of the second week)

Week One (1st Sunday)

1. Cover Report Sheets
2. How to read the printouts.
3. Altar call procedures
4. Visits on Wed those who come forward
5. Christian Growth Class
6. Move and Set up date cleared

Week Two (2nd Sunday)

1. Sabbath Visitation
 - priority-
 - procedure
2. Review Sabbath evaluation questions
3. Tuesday Night have a baptism ready for the close of the sermon.
4. Friday- 3 Angels Messages
 - Set up stop smoking class for Sat Night - Friday or as needed
5. Visitation during the week for smokers

Week Three (3rd Sunday)

Baptismal Class

Begin Baptisms

The Final Weekend

Friday Night: Armageddon

- Altar call
- Baptism

Miscellaneous Notes for the Final Sabbath Morning

1. It would be nice for everyone to wear a name tag on this Sabbath. You could use a different color for new members.
2. Immediately following the sermon, the pastor and his wife come up and call the new members up to the front. Baptismal certificates can be handed out at this time also.
3. The church membership follows the Team and Pastors and elders through the receiving line. The ushers should usher them row by row across the aisle to the side of the church where the line begins.
4. After church, the members should invite the new members to their homes for dinner. This saves a mix-up at potluck and solves the problem of having the members wait for the people to clear through the line to eat.

The Sabbath Morning Program

Sabbath Morning is a regular Revelation Now program combined with the right hand of fellowship service following the order below:

Normal Preliminaries- (must be as short as possible)

Special Music – ‘dena Colon

Sermon- "The Family of God"

Right Hand Of Fellowship-

- Pastors and Wives Introduce New Members and give certificates.
- Affirmation of Faith
- Receive into fellowship- (Pastor says, "how many of you would like to join with me and welcome each one here into the fellowship of our church?")
- Final Appeal- We close with "The Family of God," and Jac makes one last appeal for those who haven't yet decided, to come up into the line, even though there may be some things to work out later.

Song- The Family of God

(This song is not in the book and should be printed in the bulletin.)

Reception Line-

Pastor, Elders and then row by row the deacons should usher the entire congregation through the line in an orderly fashion.

Dinner- Each new person should have an invitation for dinner in the homes of the church members.

Promote Next Sabbath Afternoon - Keep The Fire Burning

This is a special program designed to integrate the new members into small groups and assist them in making new friends in the church. We will cover some principles of assimilation and place special emphasis on the Role Re-negotiation Model and begin to implement the process. It involves about three hours Sabbath afternoon, and should follow a general potluck to encourage participation.

The Final Sabbath Vespers Praise Service

Beginning about 30 minutes to an hour before sundown, there is a program of special music by church members, and guided testimony from the new members. Have about five special musical numbers interspersed with interviews of some of the new members. This will be a very special time. (See the worksheet on the next page.)

Suggested Program:

- Welcome by Pastor
- Prayer
- First Special
- Baptism if necessary
- Interview #1
- Second Special
- Interview #2
- Third Special
- Interview #3
- Fourth Special
- Interview #4
- Fifth Special
- Interview #5
- Additional Interview and special if desired
- Close with Announcements and prayer.
(Announce that the sales table will be open to pick up tape sets and orders)

Ideas for an Effective Program

1. Have about 5 specials lined up using your best local talent.
2. Intersperse interviews of new members with the special music.
3. Suggested interview questions:
 - a. Tell us about your family
 - b. What kind of work do you do? Any hobbies?
 - c. How did you find out about Revelation Now?
 - d. What impressed you the most during the last 4 weeks?
 - e. What was the most difficult thing for you during the last 4 weeks?
 - f. What would you like to see happen in your new church family?
 - g. Any Special prayer requests
4. Tips for arranging the interviews:
 - a. Wait until they arrive for the vespers service. Do not line them up earlier in the day or they might not come.
 - b. Select the ones who have the most interesting stories
 - c. Tell them that you will simply ask some questions. Tell them the questions and assure them they will not have to speak on their own.
5. Never let them take the mic. Hold it for them.

6. Limit the interviews to about 5 minutes.

Vespers Program Worksheet

Welcome by Pastor _____

Prayer _____

First Special _____

Baptism if necessary _____

Interview #1 _____

Second Special _____

Interview #2 _____

Third Special _____

Interview #3 _____

Fourth Special _____

Interview #4 _____

Fifth Special _____

Interview #5 _____

Additional Interview and special if desired _____

Close with Announcements and prayer.

- 1. Announce that the sales table will be open to pick up tape sets and orders. This is the last chance to buy materials. Please be patient and allow 'dena time to get the sets ready.*
- 2. Jac will need about 4 or 5 able bodied people to help pack up equipment and load it into the bus. You will need to be able to wait until most people have left before getting started.*