

Mission Manual

EVANGELISTIC CRUSADE PLANNING

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CONSIDERING A MISSION?

Inspired writings tell us that those who minister to others will grow the closest to their Savior. So as you consider the blessing of a short-term mission trip, step out of your comfort zone to take on roles that you may not otherwise take at home or at your local church. If you are the acting coordinator of multiple sites or the speaker and coordinator of your site I highly recommend getting as many involved of the different parts of the meetings as you can. The Lord wants to bless each of you and help you grow in your spiritual walk with Him. So stretch out both oars and put them in the water—faith and works—and experience the awesome plan the Lord has for you

Who Can Participate = There is a place for everyone to help on a short-term mission trip. No matter the challenge the Lord would not call you to do a task unless He is ready to equip and empower you to do it. The most common objectives for these type of mission adventures are to provide evangelistic meetings, building projects, and health related evangelism. Because this is where my experience lies, this manual will focus on the details of planning and providing layperson driven evangelistic meetings. In this arena there are a variety of roles in which to serve the Lord including but not limited to: speakers, translators, musicians, story tellers, health experts, children program directors, children program assistants, sound system technicians, general support staff, cooks, kitchen support staff, and the list goes on.

Because of the efforts of many great ministries including ASI (Adventist-Layman in Service and Industry), Share Him, The Quiet Hour, HER, and Young Disciples any layperson, young or old, male or female can be a speaker or children's program director. These ministries have produced packaged programs giving all the presentations, scripts, and planning details needed to deliver a high quality sermons, health presentations, children's programs, and family-life programs with a minimal amount of preparation (see software section).

Flexibility = Once your evangelistic meetings have been confirmed it is time for due diligence in planning. With much prayer and asking for the blessing of the Holy Spirit, use all within your power to plan the highest quality and most successful series of meetings that you can. Then remember the best laid plans may not work out the way you planned once you have arrived. The key word here is flexibility! Don't get uptight when things don't go perfectly or on schedule, especially if you are depending on the locals for transportation. Make your best effort then go with the flow. You and your team are the center of attention even when you may not think so. Let them see Christ in you even in the trying moments of your trip.

Keep in mind that their culture is a much slower pace than ours. Typically they don't give much thought or effort to things until it is absolutely needed. Remember God is in control and even when things don't appear to be working out for good, they are! God has promised. And, who knows, He may be allowing these challenges happen for your character development and ultimately for His glory as He answers your earnest and dependant prayers.

PROGRAM FORMAT = The format you use for your meetings is between you, your pastor, and church leaders. I have found from my experience they expect the format to be provided by you. If it is your first series and looking for ideas, the following is a basic outline typical of what we have done in our experience. You can use this as a foundation and customize your own. The actual starting time and length may vary according to the judgment of the local leadership at your site. Our typical series meeting lasts about 1 hour and 45 minutes.

(1) Song Service (15 minutes) = This can be done by using the sing-a-long videos, hymnals, or whatever other source may be available. It is good to recruit a one or more locals from the church who are gifted in music to assist with these. If you elect to use the videos you might want to make sure they know the songs you intend to use (if using video) or allow them to plan their own.

(2) Welcome time, announcements, introductions, prayer (5 minutes) = It is good to have the leadership of the local congregation visible on the platform every night. You want the new attendees to feel a connection to them also because the day will soon come that you will leave and you want them to be comfortable to return. This is a good role for the pastor or elders of the local church.

(3) Special Feature (20 minutes) = See appropriate section.

(4) Sermon (50 minutes) = See appropriate section.

(5) Calls, Appeals, & Baptisms (10 minutes) = This segment may be as short and simple as asking those who are convicted of the truth they just learned to stand as you pray or it may be 20-30 minutes if there is an intense call, baptisms or both. When these are scheduled you need to abbreviate your sermon presentation or use the time usually allotted to another area of presentation. See appropriate section.

(6) Closing Prayer & Closing Statements (5 minutes) = Use this time as a chance to give them a little description about upcoming subjects and encourage them to return and bring friends and family.

MAIN SPEAKER

Accepting The Blessing = Maybe my testimony here will help you in your decision to be a speaker for a mission trip evangelistic campaign.. I am very introverted and have always been terrified of public speaking--I consider public speaking to be 3 or more people! To give a prayer for church would be the source of major distress months in advance. To give a sermon to our small congregation where we have our membership of 25 has never happened. In spite of this history, by the gentle prodding of the Holy Spirit, the Lord opened the door for me to be a speaker on a mission trip. With fear and trepidation, the Holy Spirit, prayer, soul seeking and the aid of New Beginnings and Presentation

Synchronizer I finally agreed. My life has never been the same since. As He has used my very humble abilities as a tool to reach others it has helped me to grow and to trust Him in other parts of my life as well. Step out in faith and do it! If He can use me to speak His gospel He can use you!!

If you are considering the prospect of speaking for the first time but feel intimidated, an option is to share the pulpit with a second speaker. The beauty of the tag team approach is that it reduces the pressure of daily pre-meeting preparation. The negative side of the tag team approach is that it is a little confusing to the audience when the message comes from different speakers. In this scenario, to reduce this issue, I recommend the two speakers to be on the platform each night just in different roles.

Evangelistic Sermons = For the speakers there is a prepackaged sermon series called, "New Beginnings" and is available from "It is Written." This is a PowerPoint presentation series is comprised of great high quality graphics and a prepared script. This powerful program was developed by It Is Written and ASI (Adventist-laymen in Service and Industry). These are available with English script and audience presentation in many languages. Written by Mark Finley and other respected spiritual leaders, it present the gospel and Adventist truths in a very powerful and Christ-centered way. The conference that we are visiting is allowing us to come speak under the agreement that this series will be the basis of the sermons delivered by the speakers. You do have the liberty to edit in some of your own illustrations to help give you personal ownership. It can be ordered at the following web address:

Sermon Delivery = This series can be delivered by the speaker by two different methods. The first is the traditional method of hard copy notes on the podium in front of you. The printable scripts show a picture of the current slide and tell you exactly what to say with each slide.

The second method is to use 2 PowerPoint presentations played simultaneously—one which

is viewed by the audience viewed from the projector and the other which contains your sermon notes viewed on your laptop screen. In this method your audience sees one slide show and you see another which has your sermon notes in large print; when you advance the slides the program keeps them in synch and advances them at the rate that the presenter determines. This allows you to put your laptop computer on the podium and stand back 5-10 feet and use the laptop like a teleprompter. This is great because when you are back this far the audience can't tell if you are looking at them or looking at your notes on the laptop.

I recommend the second method and there are several alternatives that allow you to do this. The awesome program that I use and highly recommend is called, "Presentation Synchronizer." This software is only available for PC but can be played from a MAC on the newer versions that run Windows. You can also run multiple presentations in PowerPoint 2007 or higher. Mac users claim similar functionality in a commonly used MAC presentation software. This also removes the need to have a podium light or have to deal with your notes flying away if you are out side in the breeze.

With either method---hardcopy notes or dual PowerPoints--it is an absolute need to have a hard copy of your sermon at hand for every meeting. It is not uncommon to loose power or have equipment failure. You can easily print your script from the print menu in PowerPoint. If you preach the New Beginnings sermons as they come from the producer you can print the PDF's that they provide on the purchased disk. If you edit them you will need to produce a new one representing your presentation from the print menu in PowerPoint.

Pre-Trip Sermon Preparation = With the pre-packaged sermon series and the Presentation Synchronizer or equivalent it is possible to deliver a smooth series with practically no preparation. This is not my recommendation but if the Lord calls you to do it at the last minute then move ahead in faith. I recommend acquiring your sermon series as far as in advance as you

can. Once you have determined the length of your series you will then want to decide which presentations to include in your series and edit these to a usable length. You can select the ones you feel impressed to present or I will be glad to recommend the series titles I will be presenting to you.

If you are presenting these sermons in the same language as you speak they are the approximately 35-40 minutes in length. Your sermons for the meetings should ideally not exceed 45-50 minutes. On nights where you may have extended calls or special feature it may need to be less to compensate. Your sermons will have to be edited because, when sharing with the use of an interpreter into a different language, your delivery time will almost double (depending on the method you use see below). In this case you will need to either acquire an edited version which, if you have purchased the series, I will be glad to give you a copy of my edited versions. Ideally they need to be edited down to approximately 90-115 slides. This obviously is a rough estimate based on my experience and will be determined by your speed and the speed of your interpreter.

If you prefer to edit your presentations down yourself, this can easily be done in the editing mode of the Presentation Synchronizer. The Presentation Synchronizer comes with an editor that allows you to have both PowerPoint presentations (your script and your audience version) open on your desktop at once. This valuable tool allows you to add, remove, or edit the slides in your program very easily. I believe that New Beginnings comes with the script PowerPoints; but, if not, it Presentation Synchronizer has a wizard which will quickly generate your notes presentation from a Word file or a PowerPoint presentation that has the notes pasted in the notes area below the slides or it can do it from a Word file that has been prepared according to the right specifications.

After selecting the titles and editing them down (or acquiring a copy of mine), I recommend going through each of your presentations several times before you leave on your trip. This will not

commit them totally to memory but you will at least be familiar with them. A good idea is to have your hard copies handy to review as you travel to your destination. Then on the morning of the day of each meeting go over it however many times it take to do it smoothly as a full dress rehearsal--just as you will do it that evening. Use all your equipment as you will do it that night and do it out loud so you can hear yourself. And better yet with your interpreter if possible.

Sabbath Sermons = As the main speaker I highly recommend having at least one extra sermon prepared (not New Beginnings although these would work if reduced in length significantly) for each Sabbath you will be at your mission location. It is usually assumed you will be speaking at one of the churches that are directly involved with your site. It is not uncommon for the local church to approach you only minutes before church starts and ask you to speak. On the Sabbath prior to the meeting I usually present a sermon on prayer, the Holy Spirit, or one on soul winning to motivate them to be active in bringing people to the meetings.

On Friday (the night before the last Sabbath we are there which is the morning of the last day of the series) I recommend presenting the New Beginning's sermon about the seventh-day Sabbath and invite the visitors to church the next morning. Since you will hopefully have many visitors who are new babes in Christ celebrating their first Sabbath, I recommend for you to present a sermon on practical ways to develop an abiding relationship with Christ.

Appeals = The speaker will be expected to participate in making appeals. Each night make an appeal of some kind. This may be as simple as asking for those who are convicted of the particular truth you shared that night to stand as you pray. You may make a call for those who feel the need to come forward for special prayer. The point is to get them used to making decisions because the last few nights you will be calling them to the most important decision--to accept Christ and ultimately to baptism.

Calls = Your comfort level with making calls will vary with your personality, conviction, and experience. Whatever the case, you have an important role in the call process and so does the local pastor or church leaders. I recommend a tag team approach--you starting off with giving a call to the level you are comfortable with then having the local pastor take it from that point. The local pastor knows the culture and what is an acceptable and effective approach. It is also important to have the local leaders visible on the platform and participating nightly in your meetings so after you leave the people will still feel connected to the local church. If possible in the planning stages but at least at your first meeting you need to make your plans and expectations for their involvement on the platform and all other areas such as appeals clear. See section "Preparing your Bible & Your Confidence" for texts to base your appeals on.

Baptism Preparation = A church wide issue that is always involved is how much preparation should be done prior to baptizing someone. This issue is largely influenced by the culture and customs of the local church. Some places in the world require a year long and very rigorous pre-baptism school; other places they have them in the water in weeks, days, or even hours. I am convicted that it isn't the Lord's will that I come in as an outsider and create controversy which would not likely change or benefit the local church after my brief visit. For this reason I have personally come to the conclusion that since I am a guest and servant to the local church, I will ultimately leave this decision to them.

Baptisms = There is nothing more awesomely rewarding as calling precious souls to Christ and then seeing them enter the waters of baptism. Depending on the arrangements with the local church there should be Bible work being done before you arrive either by the local church, by Bible workers or both. It is our goal to reap these precious souls that they have been studying with at our meetings. If you have provisions of a tank or baptistery in your venue it is good to have a few baptisms one or two nights during the series. This gets the rest thinking about the possibility. It also provide a time just after the baptism to do

a heavy call for more. They have a larger baptism the final Sabbath at church (if you don't have a baptistery in your venue) or the last evening of your series.

Our prayer also is that during the meetings there will be many attending that have come as a result of prayer and the pre-campaign promotion. Since the duration of the series is so short in length, you will likely only be the Sower. These souls will likely be reaped by the local church in the weeks and months following the series.

In rare cases the local conference will give you temporary authority to perform the baptisms yourself; but, most of the time, you are required to be an ordained minister to actually perform the baptisms. This will generally be done by the local pastor. This is advisable also because a special bond is formed between the baptisee and the baptizer. Since you will be leaving, it is better that this bond be made with local church leaders who will be there to nurture them after you have left.

SPECIAL FEATURE PRESENTATION

Health Presentations = There is an awesome set of prepared Health presentations of the same quality and presentation format as the New Beginnings. It is available from Health Education Resources (HER). With this any layperson can appear to be an expert on about twenty five different topics. You will have to pick out the number to fit your series. Like the New Beginnings and Truth for Youth, the Abundant Living series comes with prepared scripts in one PowerPoint and an audience presentation in another and can be presented using the Presentation Synchronizer. See the software section for more information. If you have limited financial resources I have a set of PowerPoint presentations developed by The Quiet Hour which can be freely shared. Upon request I will be glad to provide these.

Question and Answer Session = An alternative to health presentations is to have a question and answering session. If you are brave you can do it

by directly interacting with the audience. If, like me, you are more comfortable knowing and preparing an answer for the questions ahead of time here is how to do it. Put a box, pen and paper at the back of the meeting hall. The first night announce that starting the next night you will nightly answer any questions that they may have about the topic you are presenting or any other Bible topic. Then each night after the meeting take the question home with you to find answers. The next night you will read and answer the questions that have come in from the previous night. If you get questions about topics that will be the subject of upcoming meetings tell them they will be answered then. Depending on your crowd you may get several questions or none at all. If you don't get any you can write questions yourself to answer. You can tell them the opening night that, in the event no questions are received, you will address other questions are important.

The beauty of having this type of a special feature is that it gives you an avenue to bring out points about a topic or practical subjects that are not addressed in the sermons. One example is, as I have stated in the "Appeals" and "Visitation" sections is that many people in your audience are likely struggling with family, work, or church issues. You can write a question like, "I am considering baptism (acceptance of the Sabbath, etc...) but my family is threatening to disown me, what should I do?" This gives you a chance to read the texts and give a prayerful and delicately planned answer.

I recommend getting others members of your team involved in doing this but if that is not an option the main speaker can also take on this role. Don't feel like you have to know it all and certainly don't act like you think you do! Be humble and teachable. The first night when you are telling them about the question and answer session tell them you will do your best to find a Bible based answer. Let them know you are a student of the Bible and still learning also.

Family Presentations = In many third world cultures minorities such as women, children, and the elderly do not receive the respect or

treatment they deserve according to Scripture. The Quiet Hour presents to their evangelism teams an option to deliver a presentation each night, or on alternating nights with other special features, to aid in this area. These can be acted out scripts delivered by team member's imitation real life family situations teaching practical ways to handle them. These scripts and some PowerPoint health presentations are available at no charge from The Quiet Hour for this purpose.

MUSIC

Why? = As we all are aware, music is a powerful tool used by the Holy Spirit as a direct avenue to the heart. Music softens and prepares the heart to receive the spoken message. For children music principles and convictions that can affect their acceptance of Christ now on years in the future. Music should be a part of every campaign in both the adult and children's programs.

Who? = Music for your meetings can be provided by members of your team or the local people or a combination of the two. It is great if someone on your team can sing in their local language. Even if delivery on the song in their tongue is less than perfect—lingually or not on tune—they are very appreciative and touched by your attempt. If you don't have team members to provide music then call upon the local church to provide. You will likely be amazed at the individuals, kids, choirs, ect... that they will find who will love to perform in the "big event."

How? = For solos it is great if someone on your team can sing in their language. If you don't have team members to provide music in their language songs can be sung in English and the lyrics projected on the screen in their language. If that is not an option the take a few moments before you sing and, through your interpreter, explain the basic message of the song. In this event familiar hymns are a good option.

For song service you can use music videos in their language, the Latino culture responds very well to these. I have some Spanish ones I can

freely share with you. If someone from your team has the talent to sing and can sing along with the videos this is a good. Another option is singing from hymnals or whatever else may be available. If this isn't an option request that the local church provide some local talent that can present the music in a quality and dynamic way.

Featured Concert = If you are reading this manual in considering participation in a Beerman/The Quiet Hour short-term mission trip then a sacred concert delivered by Vonda Beerman is planned. Vonda is a Christian vocal artist representing The Quiet Hour. Since music is a universal language and drawing card for this type of evangelism, Vonda will present a full concert in Spanish on opening night of 2 of the meeting sites—one on Friday night and one on Saturday night. Then some time throughout the series Vonda will visit each of the other sites to deliver a full concert also. The posters for all the meeting sites have been generically made so time date and location can be entered for each one. On these posters it advertises Vonda's concert and also has a place to designate which night Vonda will present her music. It is important that the speakers at each site make a "big deal" out of this event and tell their visitors to use this as an opportunity to bring their neighbors and families.

Promotion = If the local organizers have done their job, for weeks before the meetings and concert promotion has been done on local radio and television stations. By now you should have received by email a PDF of the poster and fliers that will be used for our campaigns. Some will be drawn to the meetings by the meeting themselves, others will be drawn by the music.

At the sites where Vonda's concert is the opening night, the evangelist will be brought on the stage and introduced at the end of the concert. This will give him a couple minutes to show a few slides of the upcoming meetings and invite the concert goers to come for the meetings. If you are having children's meetings you can also bring your program director up to describe what is in store for their children over the meeting series.

INTERPRETERS

Consider yourself very blessed if you have included in your group one or more individuals that have bilingual abilities. This will greatly reduce your level of anxiety throughout your entire trip. But, if you don't have this luxury the Lord will provide. You can request ahead of time for the local conference or church to provide someone with faith that the will provide.

Here is a word of counsel regarding your materials and your interpreter. It is good to go through the presentation with your interpreter or even let him/her scan through your hard copy notes before the meeting. This will allow them the opportunity to ask for clarification to any words or terms in your presentation that they may not be familiar with. The word of caution is not to give them a copy very far in advance. You don't want them to have the time to rewrite your sermon and present their own sermon. You want them to interpret and present yours!

One other word of caution is, if you are using a computer as your notes, it is sometimes a natural response for your interpreter's eyes to wander to your screen which you don't want. If he or she is going to interpret from the computer you have no purpose to be on the platform! Take the time to plan out where your interpreter will stand and make sure your computer is placed accordingly.

There are two ways to work with your interpreter. One is for you to say a sentence, then you pause while he/she interprets. For beginners this is great because it gives you plenty of time to glance down and commit to memory the next sentence you will say.

The second approach is limited to the more skilled interpreters. This is when the speaker begins the next statement while the interpreter is finishing his /her previous one. If done properly, this method considerably shortens the length of time needed to deliver your message and the faster pace also tends to hold the attention of your audience to a greater degree. You may consider this method but don't feel inadequate if

you are not successful. The most frequently used method is number one.

VISITATION

As the guest evangelist (and any other team members who would like to participate) it is a very good practice to do visitation in homes. Your opportunity to do this will depend on the efforts of your local church leaders to arrange this, on where you are staying relative to the meeting site, ect... Visitation means to accompany your local church leaders, and interpreter if needed, and knock on doors to visit those who are attending the meetings. Your mission is to get to know them, counsel, and pray with them. Even if you don't have an interpreter and no one else but you speaks English, you can still accompany the local pastor. In spite of limited or even no communication, it will have a huge impact on those you visit. Your taking the time to come personally come into their home and call them to a commitment will have a tremendous influence on them.

There is no higher privilege, greater honor, or higher blessing then to lead someone to Christ and this manner has been my most life changing experience. It is wise to have a few basic texts in your memory or available on the back leaf of your Bible so that you can counsel and hopefully lead them to Christ or to a decision of baptism during your visits. If the thought of doing what I have just described strikes fear in you don't have second thoughts! God will give you the courage and the right words at the right time and His Words through you will not return void! He has promised (Isaiah 55:11).

PREPARING YOUR BIBLE AND YOUR CONFIDENCE

Realize every soul is different so pray for the approach to take and the words to say. Remember your personal testimony is the most powerful influence you have on others to accept the gospel! As you counsel them, help them to

realize this is a important decision. Help them realize they are in the middle of a great controversy and may experience trials, and tribulations for their faith. If they are hesitant it may be due to conflicts with family, work, their current church, or other concerns. But assure them that God will give them strength, abiding peace, and eternal life and it will be worth it all!

Family Conflicts = The most common issue that you will likely encounter when encouraging some to baptism is family conflict so know and be able to quote or find Luke 18:29, 30; Matt. 10:36-39; 19:29. These are the texts that say that God must be 1st above family and that he will bless us for this.

4 Key Elements to an Appeal = These can be applied to either one-on-one or to a congregation. It is good to have these written in the back of your bible somewhere to have at hand when you need them.

1. **Love** = Illustrate God's love and Christ's death for them as an individual. Rom.5:6-8
2. **Example** = Stress that their decision influences their loved ones and friends. Rom. 14:7
3. **Life or Death Issue** = There will only be two classes at the end of the world, the saved and the unsaved. Mat. 7:13, 14
4. **Importance to Not Delay** = Show the danger of delay. Mat. 25:10; 2 Cor. 6:2

Leading Someone to Christ = As you go about your God-appointed work, many will be convicted of sin and feel a need to accept their Savior. Pray for wisdom to speak the right word at the right moment calling them to a decision for Christ. Without your Spirit-filled invitation these convicted ones may fail to see the importance of the opportunity and drift away from the truths they have learned. When the Holy Spirit provides an opportunity to lead someone to Christ it is good to have a prepared set of Bible texts and approach. You may already have your own approach and this is fine, if not, below are a clear set of texts and questions you can use.

To be prepared I suggest taking the following series of questions and Bible texts and creating a trail in your Bible. Memorize the location of the first text or jot the first text down on the inside front cover where you can easily find it. This will give you more confidence and your invitation will likely flow smoother.

To prepare your text trail, look the first text up and highlight it. Then on the bottom of the same page write the question that goes with that text. Then at the end of the question write the next text. Go to that text and on the bottom of the page write the correlating question, and continue this trail until you complete the process. Then go through it a few times on your own before you attempt to use it so you will be familiar with what is said and the concept.

This type of event needs to be done one-on-one and not in a group setting. Note that there are 3 asterisks after each question? This is a sign and a reminder that during your appeal you must remain silent! It is imperative that they respond to your question! This may seem uncomfortable but this will allow the Spirit to do His work. Don't put words in their mouth or make excuses for them. At the end of your presentation you need to be able to say, "You have said..." If you have answered for them then it is your commitment not theirs! Here is the first step...

"A" CCEPT = ROM. 3:23

Do you believe all have sinned? ***

Do you believe you are a sinner? ***

Do you believe you need a Savior? ***

"B" ELIEVE = ACTS 16:31

Do you believe Jesus died for you and His blood can cover your sins? ***

"C" ONFESS = 1 JN. 1:9

Are there any sins that you are aware of between you and the Lord? ***

What is it? ***

Do you feel this is wrong? ***

Is there any thing else? ***

Are you willing to say, "God, your way is right and my way is wrong, I want to do it your way? ***

“D”ECIDE = REV. 3:20

Jesus is standing at your hearts door wanting to come in and commune with you. Your heart will be filled with peace as you choose to follow Jesus all the way. Let us read in John where it describes how we become God’s child.

RECEIVE = JN.1:12

This verse says to become His child you simply must receive Him. You have already told me that you realize you’re a sinner in need of a Savior. You said you believe Christ is the Son of God and died for your sins. You said you’re willing to do it God’s way. These are the beginning steps of receiving Him, the final one is to say these things to God in a simple prayer.

Would you like to kneel together and allow me to lead you in that prayer to receive Him and become His child? ***

If they respond positively then lead them in a basic sinners prayer. If not give them the best counsel you can with whatever issues they may state.

CHILDREN’S PROGRAM

It is a great benefit to your series if either your team or the local church provide a children’s program. Many times if the children hear about and want to attend the parents will come along as well. The option of whether you can have a children’s meeting will be dictated by the location of your campaign. If you are in a public auditorium or sports venue there may or may not be a room available for this. If you are able to have a children’s meeting there are several things to consider.

Divisions = You will need to decide whether to include all ages in one group or have age limited options. This may be influenced by the size of your team. Our typical approach has been to ask the local church to provide the staffing and care of infants to about 5 years of age. Then we have provide a program using the Truth for Youth

slide program and allowed ages 6-12. Any teenagers 13 and up are asked to attend the adults meeting. We ask that a local deacon or elder hang around for the job of directing the teenagers to the appropriate venue. If you allow the older one in the younger divisions tell them they must help with the little ones. Often you will find the teens trying to act “cool” and become a distraction to the program.

Presentation Types = It is up to you to decide what type of program you will present. Will it be a presentation type program or an interactive type program. A presentation type program involves the delivery of the program primarily from the front. An example is a slide program or story being shared by one or a couple people. An interactive program would be doing crafts, games, ect.. that require the smaller ratio of leaders to kids. Presentation type programs require the least amount of preparation, team members to present and financial commitment but can still be very effective. Interactive type programs do require much more time and effort but are of course wonderfully received by the kids. As you organize your program keep this in mind. One question to consider in an interactive type program is how many children to prepare for. Contacting your local hosting church and asking this question can help but you never really know. A good rule of thumb is to take the number they give you and double it.

Now for deciding your children’s program content. If you or your some of your team members have experience in children’s division Sabbath school in your local church you may elect to borrow from those experiences. If you don’t have a clue where to start here are some different ideas.

There is a 25 presentation evangelistic PowerPoint series available design specifically for kids. I am not sure of their recommendation but I would estimate for ages 5-12. It is called, Truth for Youth. It is a wonderfully designed series produced by Young Disciple and available with prepared English scripts that can be presented with English audience slides or Spanish (see the software section). This would

require the use of a computer and projector (see equipment section). If you go through the effort to have a computer and projector I suggest going ahead and adding external speakers (see hardware section) so you can play sing-along DVD's (see software section).

Truth for Youth also comes with pre-designed simple crafts that can be done with each presentation and a very detailed step by manual. The manual makes it possible for someone with absolutely no experience to provide a quality program. Using both the presentations and the crafts your program is both a presentation and interactive type program. If limited by resources, time to prepare, or team members, you may choose to just use the slide presentations without the craft part of the program. Another suggestion is the use of prepackaged Vacation Bible School (VBS) programs that are available on the market. You can also elect to derive your own program using stories, nature nuggets, puppet shows, health presentations, ect., you are free to use your imagination.

Staffing = You can ask for and typically receive some help from the local ladies of the church to assist with whatever your needs may be. You may have to deal with a language barrier depending on the availability of interpreters but is still of great benefit. Extra hands are of great value for keeping order, holding babies, helping with music, crafts, ect

One other thing to consider in the delivery of your program is how you will handle the blessing of not having a large enough room to receive your attendance. If you are in a church there generally are Sabbath school rooms that can be used for your meetings but they may not be very big. What we have done in this situation is divide our staff into the multiple rooms and carry out different activities. The after a predetermined amount of time rotate the kids. One room may have stories or the slide presentations, another may have crafts, another may have games, another may have music, ect..

TRAVEL & HEALTH

Passports = Every traveling team member must have a valid passport that does not expire within 6 months of your travel. It is a good idea to photocopy or scan your passport and print in color a copy to carry with you. This is handy if yours is stolen. It will not replace your original but will greatly expedite getting it replaced. It is a good idea to carry this copy with you in your wallet or purse. I also keep a scanned copy on my memory stick and attached to an email that I can access by internet anywhere in the world.

Visa = Some countries require you to obtain a visa and some do not. It is wise to check into this well in advance of your trip because it may take some paperwork and time to obtain.

Immunizations = The following link provides recommendations for immunizations. It is up to personal conviction and choice as to whether you take the recommended precautions or not. It may be wise to find out what these are and discuss the topic with your family physician.

Safety = The government monitors and provides there assessment of the safety level for travelers to enter different countries.

The following government provided website gives the above information as well as trips for travel abroad and much more:

www.travel.state.gov

SOFTWARE

Presentation Synchronizer = This can be used for adult meeting, children meetings, health presentations. The Presentation Synchronizer software can be purchased at this website for \$65.00. You can order normally or can call the number at the website, pay by card, and download. You must have Microsoft PowerPoint 2003 or greater on your laptop to run this program. www.presentsolutions.com 1-877-280-6414

New Beginnings (Adult Meeting Sermons) = The New Beginnings series is approximately \$50.00. When you order be sure to ask for English script with Spanish audience slides. www.itiswritten.com/store/products/new_beginnings_dvd_evangelism 1-888-664-5573

Truth for Youth (Children Meetings Sermons) = The Truth for Youth series is available through a ministry called, Young Disciples. I am not sure of the price but I believe it is about \$100. Be sure and specify you need English scripts and Spanish audience. www.youngdisciples.com 1-509-722-4300

Abundant Living (Health Lectures) = The Abundant Living series is available from HER (Health Education Resources). The cost is \$79 - \$99 depending on the options. <http://www.healthexpobanners.com/Presentation/Index.htm>
1-423 949-8211 or email
Cleveland@HEResources.com

Adult Music Sing-a-long Videos = The culture in central American is very responsive to sing-a-long music videos that have the lyrics on the screen. If you decide to make these a part of your song service. I have some I can share with you that were produced by the conference in South America and are legal to copy. I have others that I am not sure of their origin. To project these and hear them you must connect to their sound system. See equipment section.

Children Music Sing-a-long Videos (DVD's) = Children in all cultures love singing and this is an awesome way to share the love of Jesus with them. You can get some from your local Christian book store or online called CedarMONT. They can be played in multiple languages. Keep in mind if you do this you will need a projector, if you are using Truth for Youth as your children's program you will already have one set up. For sound you will need to either play through a sound system as described above or have a small set of external speakers. In the past I have taken a set of powered computer speakers along and this is adequate. www.cedarmont.com

Fathers Love Letter = The Father's Love Letter is a 5 minute video clip where 50 Bible texts have been paraphrased and put together with some awesome pictures and video. It is the gospel in a nut shell, a heart-touching, wonderful blessing that you can play at one of your meetings. It is available for free download in many languages at the following website: www.fathersloveletter.com

EQUIPMENT - SUPPLIES

PowerPoint Remote = To have freedom of movement on the platform of your adult meetings it is convenient to use a remote to advance your slides. You can purchase one of these for about \$30 from a local electronics store. You may elect to purchase a second remote for your children's program. If the room is small you can get by without it using the down arrow on your keyboard.

Projectors = You will need either one or two projectors depending on if you elect to use one in your children's program. There is a slight possibility we can borrow some projectors from the local conference but ultimately you will be responsible to provide, or make sure one is available.

Projector cables = The standard length of the serial cable that comes with a projector is about 6-9 feet. The length you need is a function of the room. For the main meetings in an average size church you may get by with this. I recommend a 25 foot cable that can be purchase at your local computer store or online. For the children's programs you are typically in a smaller area and we have always been able to connect with the 6-9 foot standard length cable.

Sound cables = If you elect to use Spanish sing-a-long videos for your opening song service you will need to connect from your computer to their sound system. The way I do this is to run a cable from the ear phone hole to a 1/4 inch input on their sound board. You can obtain the connections and extension cables to do this from

Radioshack. I purchased 2 cables 20 foot each that can be plugged together.

Ear-held Wireless Microphone = This is definitely not something you must go out and buy, the cost can be hundreds of dollars for the microphone and the receiver. But, if you can borrow one from your church or feel it is an investment you will utilize at home or on other mission adventures then I highly recommend it. Instead of holding a microphone in one hand and your remote in the other you can hold your Bible and your remote.

Children Meeting Supplies = If you use the Truth 4 Youth in a presentation type format you will only need to obtain the software to show the presentations and your equipment. If you choose to use the T4Y in an interactive type program it comes with a very detailed manual that has PDF masters for crafts and lists the supplies you need. Most require a lot of photocopying, crayons, scissors, glue, ect..

If you are blessed to have the financial and people resources to provide an interactive program and are putting together your own program. The following and much more available in bulk at good prices: craft kits, crayons, coloring books, small toys, ect.. The company is called Oriental Trading Company. 1-800-875-8480 www.orientaltrading.com

Bibles = It is possible to purchase Bibles in various languages at reasonable prices and have them shipped directly to the country where you will be holding the meetings. Keep in mind you must allow time for slow shipping and there is always the possibility they will never arrive but hopefully those who end up with them will be blessed by them. This ministry is called, The International Bible Society and can be reached at www.biblica.com 1 (719) 488-9200