

HealthierChurch.org

2015 Mission Manual

To the Senior Pastor

Welcome to an exciting adventure as we join with you in intentional congregation renewal. This is vital for every congregation, and it is necessary to begin in a way that space is created in which transformation can occur. You have discerned that this is timely. The Holy Spirit fills the space created by your commitment to growing, developing leaders and encouraging each other.

Your role in this process is to provide spiritual leadership. We work with you and your council in authorizing the overview, funding, and special policies, while the on-the-ground implementation is carried out without burdening the staff or council.

We ask you to identify the best candidate for a Mission Coordinator and potential team leaders to carry out the year-round approach. The Mission Coordinator is selected from a short list of most respected people in the congregation.

HealthierChurch.org has developed a proprietary approach for vision planning. This enables the congregation to develop early momentum, encouraging people to participate in expanding God's mission.

The approach focuses on involving the uninvolved, under-involved, and uninvited. Some think of this as "the biggest mission field in the church today." Our intended outcome is to increase participation in the congregation's ministries. Regular witnessing and regular financial giving begin to increase organically as a result of this unique focusing on mission. For example, we do not ask people for money. We invite them to notice ways God is blessing us along the way through our congregations and in other ways. We invite others, in a respectful way, to grow in discipleship.

We recommend using principles of transformational leadership. We teach a vocabulary that communicates clearly. By God's grace, we see results.

Special giving also increases. Monthly updates begin when results occur on congregation goals that are publicized in the Mission Expansion Plan. These presentations of results provide an update on a different goal each month. The Holy Spirit drives the events, the activities and the giving. We ask that those who serve in any leadership capacity make this a matter of intentional daily prayer. We cannot accomplish these goals on our own. Only God can accomplish them.

To the Mission Coordinator

You have been chosen for the important role of Mission Coordinator in expanding God's mission because your God-given gifts are ideal for carrying out this function.

The Mission Manual helps us see the big picture and also the more specific description of expectations of the teams. Many details are included to help prevent things from falling through the cracks.

It is important for you to realize that you and the Senior Pastor are the ones who select the candidates to be invited to serve as team leaders. You share information with them. In turn, the team leaders select their assistant team leaders and team members. Team leaders share information with team members. As your title indicates, your primary role is to coordinate.

Two DVDs give helpful information about the big picture and team responsibilities. Please watch the 9-minute "Vision2Serve" video for the exciting overview. Then watch the 24-minute "training" video for specific guidance for team leaders and team members.

Contact Team Leaders frequently. Team Leaders and their assistants will meet with the Mission Coordinator three times. The Team Leaders keep the Mission Coordinator posted between meetings. Some teams function throughout the year and others for just a few weeks. All teams, Assistant Team Leaders and Team Leaders serve for only one year.

We do encourage you, as Mission Coordinator, to consider serving a second year. It is important to provide continuity. Thank you for being the Mission Coordinator for God's mission. Enjoy the journey.

HealthierChurch.org Mission

Elevate the health of congregations through intentional prayer, engaging the uninvolved and transforming lives through the Holy Spirit.

“Serve one another in love. The entire law is summed up in a single command. Love your neighbor as yourself.” Galatians 5:13-14

HealthierChurch.org Core Values

- **C**reating a culture of generosity
- **H**onoring the past
- **R**enewing congregations
- **I**nspiring leaders
- **S**hattering barriers
- **T**urning problems into opportunities

HealthierChurch.org Theme

Engaging the Uninvolved, Under-involved, and Uninvited for the sake of God’s plan to reconcile the world to Himself through Jesus Christ, all of it by congregations being transformed and transforming others through the power of the Holy Spirit.

HealthierChurch.org Statement of Faith

We believe in one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe the Bible is God’s Word as it revolves around Jesus Christ. This is what is meant by “God’s plan to reconcile the world to Himself through Jesus Christ.”

We believe that Jesus was both Son of Man and Son of God, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His blood shed on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His promised personal return in power and glory.

We believe that eternal salvation is by grace through faith in Jesus Christ, not by works.

We believe that all baptized persons are children of God, and are part of the priesthood of all believers who serve God through the body of Christ in their congregation, community and world.

Brief History of HealthierChurch.org

HealthierChurch.org originated in the 1960's as Bayside Growth Team, a traditional stewardship leadership approach that helped congregations with their capital campaigns. John Gillespie managed Bayside Growth Team. In 2003 he expanded the focus to ministry under the name Vision2Serve. The name reflected an approach to carrying out God's mission in congregations.

As part of the name change to HealthierChurch.org in 2010, new resources were developed, especially a pre-assessment called a Congregation Health Survey. Numerous areas of ministry were added, such as stewardship, evangelizing, conflict management, spiritual gifts, etc. Additional Associates were added. In 2013 HealthierChurch.org sponsored its first national conference, "Revitalizing Your Congregation."

Today HealthierChurch.org helps congregations define their vision and communicate it effectively to their congregation, including using current options of website improvement and social media and the gospel. After interviewing community leaders in a unique way, the congregation develops priorities for the year, designs a Mission Expansion Plan that has goals of serving God in the Congregation, the Community and the World.

This initiative does not overload the Senior Pastor, staff, or church council members. The HealthierChurch.org approach involves many members and guests of the congregation on the various teams, each doing their important part. This approach leads to congregation growth in enthusiasm, leader development, and participation by the uninvolved, under-involved, and uninvited, who then participate in the ministries of the congregation.

The one-year covenant includes 8 Preparation Weeks; followed by 8 Event Weeks that begin by launching the Mission Expansion Plan in all worship services that first Event Week. The event weeks include developing healthy attitudes, making listening visits, enjoying a dessert feast, holding a prayer vigil, a commitment Sunday, and a celebration week. Through these events congregations are stimulated to support the compelling congregation vision. Financial giving increases as a natural by-product of increased congregational involvement and excitement.

Participants grow through a very comfortable invitation, during a worship service, to grow in their giving through regular weekly offerings and special monthly giving for mission expansion.

Leadership Development and Stewardship Education

After implementing the HealthierChurch.org approach the first year, the congregation repeats these steps annually. It provides an on-going way to develop leaders and encourage stewardship. This becomes the congregation's annual stewardship effort. A significant benefit is that your own lay-leaders are trained to repeat the approach on their own usually without a consultant. The mission manual and other materials are included. The congregation covers the cost of designing and printing the Mission Expansion Plan brochure, wrist bands, special theme, gift envelopes, support materials, postage, office supplies, etc.

Suggested congregation support materials - Plan in Advance (See Booklet #7)

1) **Mission Expansion Plan** (brochure) to be distributed on Launch Sunday and used extensively over a 12-month period. Print on 8 ½ x 11 paper. Use approximately 70 pound paper. Print in two color or full color. Identify by year on the front fold. (Sample available from HealthierChurch.org) Quantity wanted for:

- Mailing to congregation _____
- Distributing at Launch Sunday services _____
- Distributing on listening visits _____
- Distributing at Dessert Feast _____
- Additional copies for 12-months _____

Total _____ Est. Cost \$ _____

2) **Wall Banner(s)** for promoting your ministry theme.

Total _____ Est. Cost \$ _____

3) **Name Tags** for Team Leaders & Assistants. You'll want the name tags to look nice and be reusable. Plastic with magnetic backs are recommended.

Total _____ Est. Cost \$ _____

4) **Newsletter sheets with logo and theme** to be produced & distributed every week for 9 weeks and then once a month the rest of the year.

Total _____ Est. Cost \$ _____

5) **A website "Theme" Section** of 3 to 5-pages to be added to your congregation website to provide up-to-date information about your Mission Expansion Plan.

Total _____ Est. Cost \$ _____

6) Order Totally Positive Wrist Bands to be distributed on the Sunday after Launch Sunday and used extensively over a 12-month period. The wrist bands have “Totally Positive” on one side and your theme on the other. Order “debossed” letters, with letters a different color than the wristband. Orders take 3-4 weeks. Contact local print shop. Cost is approx. \$1.15 each for 250; 70 cents for 500; 50 cents for 1,000, etc. (Sample available from HealthierChurch.org).

Large _____ Med _____ Small _____ Total _____ Est. Cost \$ _____

7) Totally Positive Pamphlets – (Sample available from HealthierChurch.org)

Total _____ Est. Cost \$ _____

8) Prayer cards – about 5 per family visited. Simple 3 X 5 cards printed 1 side 1 color.

Total _____ Est. Cost \$ _____

9) RSVP Cards for attending the Dessert Feast.

Total _____ Est. Cost \$ _____

10) Dessert Feast Childcare (sign-up sheets) During the Dessert Feast it is important that you provide childcare for up to 12-years old. Beverage and snacks can be provided for the children separate from the confirmed member and guest dessert feast.

Total _____ Est. Cost \$ _____

11) Design and print Special Monthly Gift Envelopes, usually #7 offering envelopes, with theme and logo. Have place for date, donors name, address, city, state, and zip. Print enough for member and guest use once a month for a year.

Total _____ Est. Cost \$ _____

The Vision Planning Process

No congregation should begin a vision and planning process until they complete a congregation-wide pre-assessment, such as the HealthierChurch.org's Congregation Health Survey. After the Congregation Health Survey, there are five steps to the HealthierChurch.org vision and planning process:

- 1) Orient the Senior Pastor and Mission Coordinator
- 2) Identify the Uns (Under-involved)
- 3) Identify and enlist Team Leaders for renewal
- 4) Conduct Vision Planning 1 for orientation and initial brainstorming, and
- 5) Conduct Vision Planning 2 for advanced brainstorming, integrating and prioritizing the ideas brought forth in Vision Planning 1

Many congregations laboriously endure the vision and planning process over 1-2 years, or more. At HealthierChurch.org the complete process is done in less than 30 days, including the initial Congregation Health Survey. Sample agendas for each facet in the process are available to congregations that engage HealthierChurch.org.

The 3-Meeting Saturday

HealthierChurch.org has streamlined the first three steps into a half-day called 3-Meeting Saturday. Hypothetically, a 9am meeting offers orientation for the Senior Pastor and the Mission Coordinator. A 10am meeting identifies the Under-involved and an 11am meeting identifies the Team Leaders that will implement the congregation renewal year. Those who participate in the 3-Meeting Saturday see momentum that is often lacking in congregation life develop right before their eyes.

The entire congregation and guests are invited to Vision Planning 1 and 2. The 2 meetings, each about 90 minutes are held 2 weeks apart. Goals are set for the next 12 months and are published in the annual Mission Expansion Plan. The HealthierChurch.org Associate leads both of these Vision Planning Meetings.

Vision Planning Meeting # 1 will consist of anyone interested in attending. Everyone provides their ideas on ministries for the Congregation, Community and the World. A dozen or so volunteers agree to individually meet with key community leaders to ask about community needs and how the congregation might assist. Showing the 9-minute HealthierChurch.org DVD is optional.

Vision Planning Meeting # 2 reports the results of community interviews made since the first meeting. Everyone provides ideas on ministries for the Congregation, the Community and the World.

Vision Planning Team Meeting # 1

This meeting is led by the HealthierChurch.org Associate with assistance by the Mission Coordinator and Senior Pastor. It lasts 60 to 90 minutes. Have everyone who attends the meetings sign in and follow-up at a later date with those you think might be qualified to lead a teams. The meeting starts with a summary of what makes a good vision plan. This is followed with showing the HealthierChurch.org 9-minute DVD. There by an open discussion of ideas for adding or improving ministries in three areas that includes, the Congregation, the Community and the World. Everyone is given a Vision Planning Worksheet.

At the end of the meeting volunteers agree to interview key leaders in the community to find out about opportunities for the congregation to help address community needs. Suggestions of who to interview are listed on the Community Needs Survey sheet in this section of the Manual. Other community services may be suggested. Survey results are reported at Team Meeting # 2.

Assign a Secretary

Choose someone to record the names of volunteers who will call on community leaders and the name of the person they will be calling on. Have another volunteer list people's suggestions for Congregation, Community and World ministry ideas. This can be done on a dry-marker board or a tear-off display tablet.

Keep the Conversation Positive

Run the meeting like a positive brain-storming session. Remind everyone at the onset that no ideas are to be criticized. Ignore any and all negative remarks associated with any suggestion. Teach them to use "yes, and" to proceed to the next idea.

Goals will be set with the benefit of input from many, but you will all be trusting that God will grant wisdom to your Mission Coordinator, Senior Pastor and your Council to select the final goals for the next 12 months. If anyone has a goal they wish had been adopted, it can be submitted again the next year to be considered. Everyone is encouraged to decide ahead of time that they will enthusiastically support the plan adopted, knowing that there is no perfect plan, but we can work for perfect unity. And remind them that God blesses attitude over activity. Emphasize that unity will be a key. You are encouraged to have everyone raise their hand and pledge responsively, *"I promise, no matter what goals are adopted, to enthusiastically support the Vision of our Congregation."*

Vision Planning Team Meeting # 2

This meeting is again led by the HealthierChurch.org Associate with assistance by the Mission Coordinator and Senior Pastor.

Have a volunteer ready to list suggestions on a dry-marker board or tear-off display tablet. Have a voluntary secretary ready to record all the suggestions. Ask everyone to keep their comments as brief as possible.

Start with Community Goals as this will be the most extensive. Begin with everyone that called on community leaders to give a report of who they visited and ideas that were suggested. This sometimes takes up to 30 minutes. List each idea in a much abbreviated form. No need to duplicate the suggestions as the same item may come up in various times.

As each category of Community, then Congregation and finally World goals are completed, tell all those present they will be asked to cast their vote for the suggestions they think are most important. Each participant can vote for 25% of the suggestions. In other words, If there are 20 suggestions for community goals, they have 5 votes to use on what they think are the 5 most important ideas.

The secretary will list the votes for each suggestion. Explain that the information on how people voted will be given to the Council. It does not mean the ideas with the highest votes will automatically be selected. After the meeting, transfer the information to a typed document that can be given to the Council. Thank everyone for their help.

Implementing the New or Expanded Projects

Four things happen prior to any expansion. They are:

1. The congregation operating expenses is on budget.
2. Pastor and Mission Coordinator have approved a detailed operating plan for each new or expanded or project.
3. Sufficient participants are signed up to run the project.
4. Money or pledges are on hand to fund the project.

The Council will review and amend suggestions made at the Vision Planning Meeting.

Theme Shirts, Hats, Cups etc.

As participants become more involved in community and world mission projects it is impressive if they have matching clothing to wear. T shirts, hats or other clothing can be provided with the logo and name of the congregation Mission Expansion Plan on them. Stay with the same color and style for any clothing to be worn on a project. Coffee mugs can also be produced with the name and logo on them. Some congregations provide a free T shirt to participants, but most ask people to purchase them if they are able.

Why Set Goals?

We know that our ultimate success depends on God. Yet we know He has chosen to work through a process that begins with us seeking His will and making decisions about HOW we will endeavor to do His work. Scripture has many verses that encourage us to plan while we trust our Lord to direct the outcome.

- The plans of the diligent lead to profit - Proverbs 21:5
- Make plans by seeking advice - Proverbs 20:18
- Man plans his course, but the Lord determines his steps - Proverbs 16:9
- Commit to the Lord all you do, and your plans will succeed - Proverbs 16:3

One practical reason that God encourages us to make plans is that it gives people an opportunity to know where we are heading and a choice to decide if they want to help us get there. And that it makes it much easier to ask them to help!

Rick Warren, in his book, Purpose Driven Church states, “Some pastors are afraid to ask for a big commitment, fearing that they will drive people away. But people do not resent being asked for a great commitment if there is a great purpose behind it. An important distinction to remember is that people respond to passionate vision, not need. That is why many stewardship campaigns don’t work; they focus on the needs of the congregation rather than the vision of the congregation.”

Having common goals that stretch your resources gives your congregation new opportunities that are needed to make things happen. By getting involved they are able to grow as individuals. Failing to set new goals stunts the growth of your congregation.

John Maxwell says, “There’s a lot more to good leadership than just getting the job done. Getting the job done makes you dependable. Getting the job done through others makes you a leader. Developing the people while helping them, gets the job done at the highest level and makes you an exceptional leader. When you develop others, they become better, they do the job better, and both you and the organization benefit. Everybody wins.”

The Power of Community and World Goals

If you only set goals to increase the ministries to your congregation, without setting goals for ministry to your Community and to the World, you risk becoming self-absorbed. Your goals can start out fine. But if the end-result of those goals is not to send participants out to serve those outside the congregation, then at some point you end up with people who are more concerned about the color of your choir robes than they are about the homeless person that drove by on the way to church.

Bill Hull, in his book, “Can We Save the Evangelical Church” states, “The average evangelical church in North American exists for itself. Churches are preoccupied with themselves, their routines, facilities, and filling their buildings for performances.”

Robert Lewis, in his book, “The Church of Irresistible Influence” writes, “The church does not exist for the sake of the church. It exists for the sake of the world. The first big idea driving many congregations is to create a church that meets the needs of its members. Needs soon turn to wants, and a toxic self-absorption can easily develop. Spiritual impact is rarely contemplated beyond the borders of the church property.”

And Community goals increase the visibility of your congregation. That is a very good thing because those who are seeking to find you are doing so in order for you to point them to God!

Speaking of being noticed because of community involvement, Robert Lewis also states, “What the world waits to see is whether what we have is better than what they have. Just think what bridges we could build if we truly followed the example of the New Testament church. We would go beyond being seeker-sensitive, to a new frontier of being community-admired. We would be known, not just by the corner we inhabit, but by the city with which we interact.”

Selecting your Community Goals

You may pick more than one Community Goal, but choose one as your primary Community Ministry. Ideally it will be one that requires only a little time from many participants, yet not much money. This is a community ministry that provides a valuable service and brings recognition to your congregation.

Expanding your World Goals

You probably have world missions that you already support. Evaluate whether or not you want to add others that might be more consistent with the long-range focus you believe God has called your congregation to pursue. If your congregation has a unique heart for the homeless, seek out world missions that address that need. If you have a heart for youth, likewise seek a ministry you can support that reaches out to youth somewhere else in the world.

Look for a primary mission project you can support that is located within a 2-day drive from your congregation. If you send mission teams once or twice a year the cost is modest. Adults and youth traveling two days and staying over one night have a great chance to bond.

Vision Planning Worksheet for our Congregation

Name _____

Date _____

Current *Congregation* Ministries to Eliminate: _____

Current *Congregation* Ministries to Expand: _____

New *Congregation* Ministries to Add: _____

Current *Community* Ministries to Eliminate: _____

Current *Community* Ministries to Expand: _____

New *Community* Ministries to Add: _____

Current *World* Ministries to Eliminate: _____

Current *World* Ministries to Expand: _____

New *World* Ministries to Add: _____

Community Needs Survey

The best way to gain a better understanding of the needs of your community is to interview your community leaders. Meeting face to face will build a personal friendship and get more information than if you contact them by letter, phone or e-mail. When you call for an appointment, explain that your congregation wants to do more to help meet the needs of your community, and ask to meet for 30 minutes to get their ideas on the greatest opportunities of need. Some of the topics you might ask them about are: hunger, homelessness, family abuse, elderly, juvenile and gangs, single parents, poverty, or any other areas of need your neighborhood may face.

Please list the name of the community leader you will interview

Sheriff - Chief of Police – Mayor - United Way Director - City Manager

Superintendent of Schools - Social Service Director - or other

Name of Community Leader _____

Their Title _____

Your name _____ Interview Date _____

Their comments:

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Congregation Teams

(Blue - build foundation, green - enhance growth, pink - optional but helpful)



Team Involvement is Primary Goal

The number of teams you choose to use is not important, as long as each function is covered. There are many related ministry areas that could be included, so if another team is necessary, feel free to add it.

The primary purpose for having teams is to enlist as many folks as possible, yet without enlisting more people if there wouldn't be anything for them to do. Involvement generates ownership. If we would imagine the possibility of involving 40% of the congregation in the development of the Mission Expansion Plan, the congregation would be more alive, there would be more active leaders, and we would be more able to cultivate a culture of generosity.

One of the most common concerns that we hear congregation leaders and pastors express is, "We can't get members involved." Many people give generously of their time. They don't respond to cattle-call requests, invitations to join, or get involved with any activity that implies "anybody could do it." Some congregations have a counterproductive approach to enlisting workers. Those approaches set people up to become victims.

It is possible for us to phrase short-term invitational language. People respond when they are asked in person. They respond to short-term requests that are ideally suited to them and when they understand how their effort will make a difference. If inactive members are asked to serve for only a few hours, and have the opportunity to dialogue with one another if they desire, they are more likely to participate.

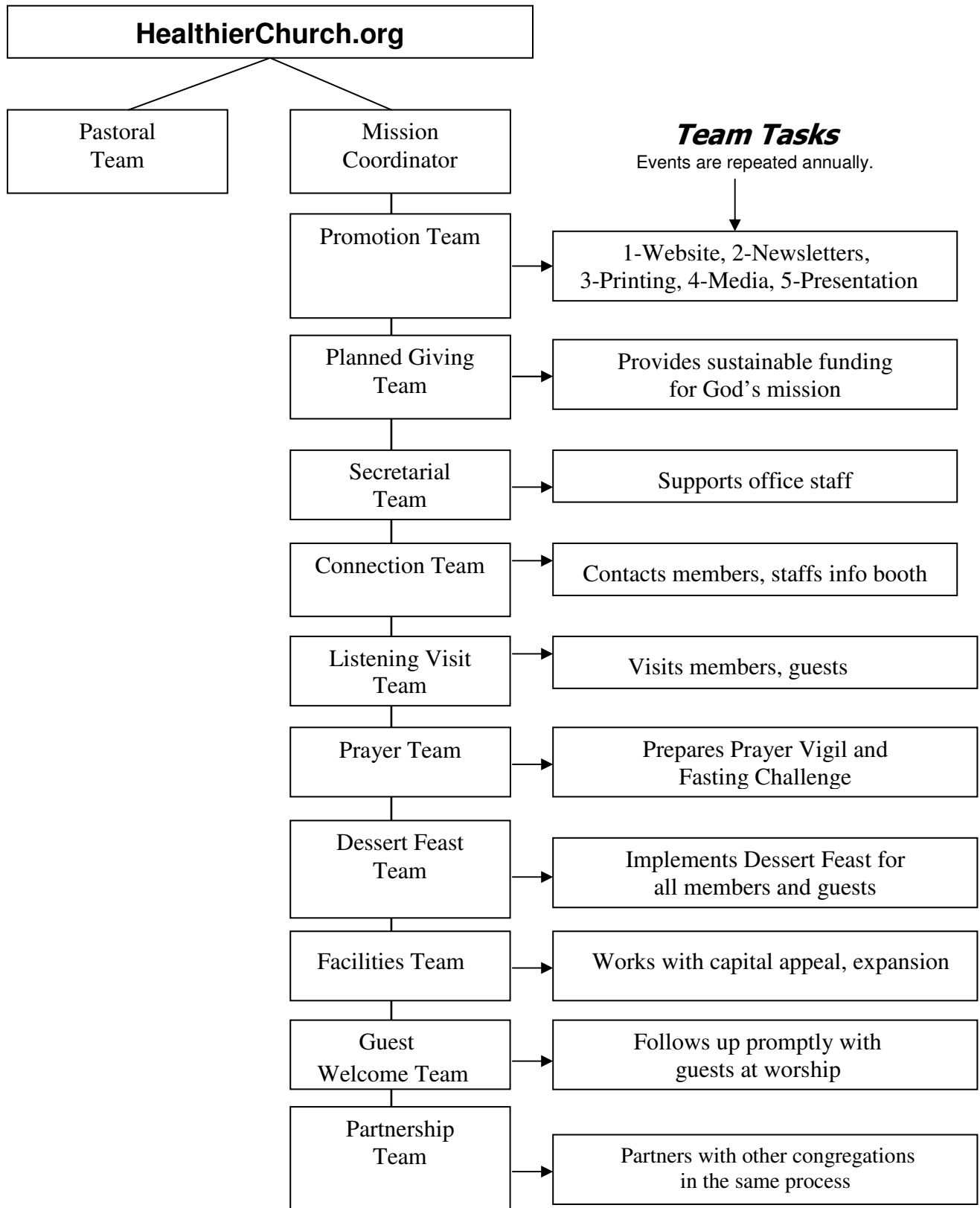
There are three reasons that we suggest enlisting short term tasks for many people. The first reason is that when we try something new, or learn a new skill, we want to repeat it often. It won't do for us to say, "I tried that once, it didn't work." If you're going to make some calls, or some visits, make a few thousand, and you get results. The second reason is that the more participants serving on renewal teams, the more chance there is for enthusiasm and growth.

The HealthierChurch.org system is the third reason. A stool has three legs. All three legs are necessary. We ask that each team has a Team Leader and an Assistant Team Leader. You may choose to add an additional team that's missing or you may combine teams. Make sure that whatever teams you choose, have both a Team Leader and an Assistant Team Leader.

The number of Team Members desirable for each team in a congregation with 100 in attendance is shown here.

Mission Coordinator	One lay leader, and one assistant
Pastoral Team	Senior pastor and Staff
Promotion Team	10 - 12 team members
Secretarial Team	4 - 5 team members
Planned Giving Team	4 - 5 team members
Connection Team	15 - 20 team members
Listening Visits Team	30 - 60 Teams of Two one team for every 3 households to be visited
Partnership Team	2 - 3 from each congregation
Prayer Team	12 - 16 team members, plus a host for each prayer hour
Dessert Feast Team	8 - 10 team members phone with invitations to bring desserts
Community Events Team	5 - 6 team members
Guest Welcome Team	Enough visitors/team members to make welcome visits to drop off gifts to guests within 24 hours
Facilities Team	4 - 5 team members
School Team	3 team members

There are opportunities for each of us to identify our passions as we find ways to serve in a fulfilling way. In a year of congregation renewal, we intentionally discern each person's passion and gift, which may be as simple as joyfully bringing a special dessert to the Dessert Feast. Continually enlist team members from your list of Uninvolved, Under-involved and Uninvited.



Other team options: Community Events Team, School Team and/or Children, Youth and Family Team.

HealthierChurch.org Team Descriptions

(Read before enlisting Team Leaders and Assistant Team Leaders)

1) Mission Coordinator _____ Asst. _____

The Mission Coordinator is responsible for the Mission Expansion Plan, supported by the HealthierChurch.org Associate. Prior to the 8 Event Weeks the Mission Coordinator, in cooperation with the Senior Pastor, coordinates the vision planning process. With assistance from the Senior Pastor, the Mission Coordinator selects and trains the Team Leaders. The Mission Coordinator is invited to attend council meetings and is encouraged to serve more than one year.

2) Pastoral Team Leader _____ Asst. _____

The role of the Senior Pastor and the Pastoral Team during the congregation renewal year is to provide spiritual direction and encouragement for leaders and participants in congregation activities. The Senior Pastor with support of the HealthierChurch.org Associate, delegates the authority to lead to the Mission Coordinator. Pastors and congregation leaders assist the Listening Visits effort by making a few visits to some individuals/families.

3) Promotion Team Leader _____ Asst. _____

The Promotion Team is responsible for continually communicating the Mission Expansion Plan to the congregation through a variety of methods. This team has five separate support teams: **1) Website Team** updates website weekly, **2) Newsletter Team** provides updates for bulletin and website, **3) Printing Team** produces materials, **4) Media Team** sends press releases to newspapers and **5) Presentation Team** presents updates at worship services and special events during the 8 Event Weeks and Mission Moments at worship services once a month all year. Promotion Team Leader and Assistant Team Leaders serve all year.

4) Secretarial Team Leader _____ Asst. _____

The Secretarial Team assists office staff with numerous tasks, such as maintaining an up-to-date and accurate mailing list, entering information in congregation files that are used, especially by the Connection Team, setting up e-mail lists, and sending out mailings. The majority of support is helpful prior to and during the 8 Event Weeks.

5) Connection Team Leader _____ Asst. _____

The Connection Team is responsible for contacting every confirmed member and guest, to update congregation records and to share information about the Mission Expansion Events. The information collected is given to the Secretarial Team to input in the congregation files. This team sets up and staffs an information booth that is used before and after all worship services during the 8 Event Weeks and may be called on at other times to contact new people.

6) Listening Visits Team Leader _____ Asst. _____

The Listening Visits Team schedules Teams of Two that visit every confirmed member and guest in the congregation. There are 3 purposes of the visit; 1) to get input on how the congregation can grow in serving members, guests and the community, 2) to briefly explain how the congregation is expanding its ministry,

and 3) to receive prayer requests to be used during the Prayer Vigil. The visits are usually about 30 minutes each, informal and intended to build relationships. This team serves during the 8 Event Weeks.

7) Prayer Team Leader _____ Asst. _____

The Prayer Team organizes and leads the Prayer Vigil, which can be for 12 or 24 hours. The congregation is invited to sign up to attend one of the Prayer Hours. Prayer Leaders host each hour and lead the group in a variety of suggested prayer events. The Prayer Team also organizes a time of fasting, encouraging participants to fast for the needs of the congregation and the effectiveness of the Mission Expansion Plan. Congregations may design creative guidelines for fasting, such as fasting from TV, cell phone usage, etc. This team serves during the 8 Event Weeks.

8) Dessert Feast Team Leader _____ Asst. _____

The Dessert Feast Team plans and leads the Dessert Feast event for all confirmed members and guests. The purpose of this event is to have fun, involve new and inactive members, hear the new reports of the Mission Expansion Plan and have desserts for everyone. The Mission Coordinator and the Promotion Team are responsible for the progress reports that are presented by Team Leaders or their Assistants at this event. This team serves during the 8 Event Weeks.

9) Community Events Team Leader _____ Asst. _____

The Community Events Team researches the Community events that will take place over the next 12 months and suggests ways in which congregation members and guests can be involved. Exposure at public events such as parades, fairs, etc. builds positive name recognition for your congregation and pride in your participants. Picnics or concerts can also be provided by the congregation specifically to invite the community. This team may also deliver special invitations door to door. In typical neighborhoods, one person can average one home every 4-minutes, or a minimum of 15 homes an hour. Where no one is home, the invitation is attached to the doorknob. A team of 20 people can cover 300 homes per hour, or 900 in a 3-hour Saturday morning team effort. This is more effective than mailing invitations, and a great motivating event. Youth from your congregation can assist and will enjoy being asked to do so. This team serves all year.

10) Guest Welcome Team Leader _____ Asst. _____

This team welcomes guests and communicates that your congregation family cares. All guests receive a prompt visit to drop off a special gift from a congregation Welcome Team. This follow-up with guests is continued perpetually, as needed. This team serves all year.

11) School Team Leader _____ Asst. _____

Parents of children in preschool, daycare and/or parochial school are honored when they are invited to help design the future for their children. Students and alumni from parochial schools are a great group to support the School Team. There may be a funding goal for the school or congregation that could be specifically accomplished by the alumni as a project they could sponsor.

12) Facilities Team Leader _____ Asst. _____

Many congregations have a long-range planning team for capital needs, such as building expansion or debt retirement. People with specific skills in architectural design, construction and financial management can initiate thinking and prayer for wisdom on how facilities may be enhanced or

expanded for carrying out God's mission. This might be a new or existing team that already has the passion and skills for helping to plan future facility goals. Incorporating it into the Mission Expansion Plan provides support in communicating the goals to the congregation.

13) Planned Giving Team Leader _____ Asst. _____

Congregations that have a mission endowment fund, a foundation, or a desire to develop such an avenue for providing sustainable funding for God's mission become a very financially healthy congregation. This group may provide education on financial management, stewardship, charitable giving, wills, and bequests. These become growth opportunities for children and provide opportunities for people to give a legacy gift that lasts beyond the lifetime. As your vision and pool of leaders grows, you will find other ministry teams that you may want to add that will help you reach your goals. These teams might be short-term or permanent.

14) Partnership Team Leader _____ Asst. _____

This optional team can make it possible for a smaller congregation to participate in the transformation that develops through a HealthierChurch.org partnership. In addition the partnering congregation will receive a discount of their investment simply for identifying the smaller congregation and providing the venue for activities that can be held in common.

Children/Youth/Family Team

Children and youth can be involved in various ways in the annual Mission Expansion Plan of the congregation. Youth can lead a ministry and/or financial goal for a specific project. They might carry out fundraising projects for audio/visual equipment for the youth room, a church van or other goals that would interest them.

Teams Help Develop New Leaders

HealthierChurch.org helps congregations find and develop new leaders. Team Leaders can be selected from those who have not previously served in a leadership role in the congregation. This ensures the best possible launch of the initiative. Assistant Team Leaders are enlisted from those who have previously had less responsibility for leadership in the Congregation. Assistant Team Leaders can lead the teams in Year Two and mentor more assistants for leadership the following year.

Enlist the Uninvolved and Under-involved continually. When help is wanted it is insensitive and counter-productive to ask participants that are already very involved in the ministries of the congregation. A better way is to seek volunteers from the congregation list of Uninvolved, Under-involved and Uninvited. It takes on-going personal contact. Many inactive members are just waiting to be asked to be involved if the project sounds enjoyable, valuable and requires a minimum amount of time.

**A timeline of the 8 Preparation Weeks and
8 Event Weeks are shown in the Appendix**

Training DVD

Please watch the Training DVD you find located in the sleeve inserted in front of this page for an overview of the HealthierChurch.org.

Here are 3 changes not in the DVD...

1. The Home Visit Team is now called the Listening Visits Team. Visits are made in neutral locations, rather than in homes.
2. The 5 committees that make up the Promotion Team are now called teams, not committees.
3. The Vision Planning Team mentions it is made up of 10-30 members. It is now open to anyone in the congregation that would like to attend the two vision planning meetings.

Mission Coordinator

Summary

The Mission Coordinator is responsible for implementing the Mission Expansion Plan and will receive training and support from the HealthierChurch.org Coach. The Mission Coordinator selects the Assistant Coordinator, trains the Team Leaders, and coordinates the vision planning process. This person will have a visible role to the congregation, especially when introducing HealthierChurch.org, the Year of Renewal and the Totally Positive Challenge. The Mission Coordinator is encouraged to serve more than one year, in order to provide continuity, giving the Assistant Coordinator maximum opportunity to help.

This requires extra energy before and during the 8 Event Weeks. The Mission Coordinator tasks will average no less than 3 to 6 hours per week. It is important for the Mission Coordinator to be dependable, attentive to details and have the ability to develop teams. When problems arise, the Mission Coordinator quickly recognizes the issue and adapts, assists those that work with e-mail distribution lists and maintains progress records.

Mission Coordinator Key Tasks

- Familiarize yourself with the HealthierChurch.org Mission Manual
- Make a list of the tasks and deadlines for ordering materials for the 8 Event Weeks
- Follow the HealthierChurch.org outline, consult regularly with the HealthierChurch.org Coach and copy him/her on all communication
- Consult with the Pastoral Team
- Enlist all Team Leaders
- Lead the mission expansion for Year One of Congregation Renewal, sharing results with the congregation regularly in worship services
- Encourage and guide Team Leaders
- Review weekly tasks with Team Leaders to help them stay current
- Send summaries to the HealthierChurch.org Coach each month
- Lead the three Team Leader Meetings and conduct 5 minute Team Leader Huddles as needed
- Be in regular contact with the Promotional Team Leader, who will be working with the Printing Team Leader, to make the Mission Expansion Plan ready to distribute on Launch Sunday (Week 1 of the 8 Event Weeks)
- Explain the importance and the guidelines of the Totally Positive Challenge in worship services in Event Week 2 and distribute wristbands
- Lead the mid-year review with the HealthierChurch.org Coach after the 8 Event Weeks and begin planning Year Two

Task Timeline - Mission Coordinator

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	9	Invite congregation and guests to Vision Planning Event
	9	Send invitation letter to potential Team Leaders
	9	Review Mission Manual and watch Training DVD
	9	Get approval for list of items requested
	9	Schedule 8 Event Weeks with Senior Pastor and HealthierChurch.org Associate
	8	Call potential Team Leaders to confirm RSVP
	8	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	8	Lead potential Team Leaders Meeting
	8	Make final selection of all team leaders
	7	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	7	Host Vision Planning # 1 – HealthierChurch.org Associate to lead
	7	Invite Minister of Music to write theme song
	7	Lead the Team Leader Huddle
	7	Confirm Team Leaders with Pastoral Team approval
	7	With Pastor's approval, fill Assistant Team Leaders positions
	6	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	6	Get Theme and Verse from Pastoral Team
	6	Encourage Team Leaders to contact potential Assistants
	6	Lead the Team Leader Huddle
	6	Provide Stewardship Book to all Team Leaders
	6	Send Event Dates to HealthierChurch.org Associate
	5	Confirm Minister of Music has practice plan for verses in song
	5	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	5	Lead the Team Leader Huddle
	5	Facilitate Vision Planning # 2 - HealthierChurch.org Associate to lead
	5	Send list of Team Leaders and Assistants to HealthierChurch.org Associate

	5	Make e-mail distribution list for Team Leaders and Assistants
	5	Report to HealthierChurch.org Associate on Listening Teams Captains, Teams of Two
	4	Send draft of School Project to HealthierChurch.org Associate
	4	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	4	Lead the Team Leader Huddle
	4	Lead Selection Team Meeting
	4	Read Stewardship book provided by HealthierChurch.org Associate
	4	Send theme, verse and logo to HealthierChurch.org Associate
	4	Send draft of Guest Follow-up to HealthierChurch.org Associate for input
	3	Announce Launch Sunday and brief details in bulletin
	3	Ask to be introduced at all worship services
	3	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	3	Give Kick-off date and some details at all worship services
	3	Lead the Team Leader Huddle
	3	Submit guest follow-up plan to Pastor
	2	Confirm all Team Leaders and Assistants will attend Team Meeting # 1
	2	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	2	Lead the Team Leader Huddle
	2	Announce the Listening Visits in worship services and introduce Listening Visits Teams
	1	Confirm all Team Leaders have watched Training DVD
	1	E-mail update of tasks behind schedule to HealthierChurch.org Associate
	1	Give Secretarial Team cover letter to mail out with Mission Expansion Plan
	1	Lead the Team Leader Huddle
	1	Lead Team Meeting # 1
	1	Report Leadership/Listening Visits Team lists to HealthierChurch.org Associate
	1	Send draft of special monthly gift envelopes to HealthierChurch.org Associate
		Begin Event Weeks
	1	Confirm all Team Leaders and Assistants will attend Team Meeting # 2

1	E-mail update of tasks behind schedule to HealthierChurch.org Associate
1	Introduce all Team Leaders and Assistants at all worship services
1	Distribute and explain HealthierChurch.org Mission Expansion Plan at all worship services
2	E-mail update of tasks behind schedule to HealthierChurch.org Associate
2	Lead the Team Leader Huddle
2	Lead Team Meeting 2
3	Confirm all Team Leaders and Assistants will attend Team Meeting # 3
3	E-mail update of tasks behind schedule to HealthierChurch.org Associate
3	Lead the Team Leader Huddle
4	E-mail update of tasks behind schedule to HealthierChurch.org Associate
4	Lead the Team Leader Huddle
4	Lead Team Meeting # 3
5	Attend Prayer Vigil
5	E-mail update of tasks behind schedule to HealthierChurch.org Associate
5	Lead the Team Leader Huddle
6	Attend Dessert Feast
6	E-mail update of tasks behind schedule to HealthierChurch.org Associate
6	Lead the Team Leader Huddle
7	Confirm Leaders and Assistants will attend Critique Meeting
7	E-mail update of tasks behind schedule to HealthierChurch.org Associate
7	Lead the Team Leader Huddle
7	Turn in pledge card
8	Lead the Team Leader Huddle
9	E-mail report of results to HealthierChurch.org Associate
9	Lead the Critique Meeting
9	Lead meeting to plan monthly presentation reports
9	Send letter from Senior Pastor and Mission Coordinator thanking everyone for pledges
9	Send letter to all who have not yet pledged

A Great Mission Field

One of the best mission fields every congregation has is their list of “uninvolved, under-involved, and uninvited.”

They are inactive for many reasons but some are willing to be involved if asked personally to help with an interesting project that will not take much time. They want to know the date they start, the date they finish and that their involvement will not take more than a few hours of time. When it becomes a positive experience they will help again.

Activating Uninvolved, Under-involved and Uninvited

When most congregations want people to help with new or expanded ministries, they ask those already very busy to do more. That is the easiest way, but definitely not the best way, to involve participants. It takes boldness to contact inactive members and ask if they will assist with a short-term project, but the benefits are worth the effort. Many congregations have three to four times the names on the inactive list as on the active list. This inactive list becomes a mission field to bring people into a closer relationship with the Lord.

Congregation Policy for Staffing New or Expanded Ministries

A good congregation policy would be that when more volunteers are wanted for a project, 50% of them come from the congregation uninvolved, under-involved, uninvited lists. This will create an environment where participants become comfortable continually looking for new or inactive people to serve on their teams.

System to Record Calls to Inactive Members

Develop some type of system to keep track of which inactive members are contacted and their response. After a couple of calls to invite them to help with various projects you may find out there is no interest and they can be put on of a “do-not-call” list. But many people will respond to call for their help.

Motivating Prospective Team Leaders to Accept

In consultation with your Senior Pastor, select the person you both would like to lead each team, and enter their name on the 2-page Team Activity Summary provided by HealthierChurch.org. Then send a personal letter on congregation stationery from you, the Mission Coordinator, to each of the prospective Team Leaders. A sample letter is included in this Mission Manual. Include with the letter the Team Activity Summary showing all the names of the other Team Leaders that are being asked to serve. It will foster a sense of team-spirit when everyone sees the others invited. Invite everyone to a 30-minute Informational Meeting to explain the initiative and how their team will fit into the congregation’s Mission Expansion Plan. Ask them not to make any decision about accepting or declining the position until after the meeting.

Holding an Informational Meeting

Chair this meeting. Pastors may be present only to say a prayer, not to lead the meeting. Plan to meet in the congregation lounge or another comfortable room. It is helpful to have beverages and even some snack foods available to create an informal atmosphere. This meeting can be held between or after worship services.

Welcome everyone and show the HealthierChurch.org 9-minute DVD.

Explain how HealthierChurch.org can have a major impact on the future of the congregation, and that each of them has been invited because you recognize how their gifts can help your team.

Explain that Team Leaders will serve one year. Most teams are active only a few weeks, but some serve all year. All Team Leaders mentor individuals or couples that serve as their assistants and those assistants lead the team in Year Two. It is important that Assistant Team Leaders are people who are not currently involved in the ministries of the congregation. This is an excellent way to build new leadership each year as leaders mentor assistants that take over each subsequent year. This process repeats itself perpetually.

Explain there is a copy of a 24-minute HealthierChurch.org DVD and a Mission Manual for each “Prospective” Team Leader. Ask each person to take these materials home, encourage families to watch the DVD, browse the Mission Manual, and then contact the Mission Coordinator within the next 48 hours with their decision. There will be some prospects who agree to serve right at the end of the meeting. But there is no need to make anyone feel pressure to accept immediately. You want this to be a decision they believe God is calling them to accept. Invite questions.

Follow-up after the Meeting

The next day, call any prospects that did not make a decision at the meeting. Thank them for coming and ask if they have any questions. Of course, share your hope they will accept the leadership of a team. Reaffirm that you are hoping they can still help you by providing their decision sometime the next day. After two days, call anyone who has not responded, and ask for their decision.

You will be surprised how many will say yes. You may have a few positions for which you will want to interview a second candidate.

Communication and Motivation

The Mission Coordinator’s responsibility is to provide positive encouragement to the Team Leaders. Never scold or express disappointment in any way. Things may go wrong and responsibilities may be missed, but continue to be totally positive. Provide your Team Leaders with the phone number and e-mail address where they can easily reach you on a daily basis.

E-mail

Set up an e-mail distribution list to all Team Leaders and Assistant Team Leaders. Put your HealthierChurch.org Associate on that list. Communicate with informational encouraging e-mails to your Team Leaders twice a week or more. Respond to individual Team Leader e-mails daily. Your HealthierChurch.org Associate need not be copied on individual e-mails.

Meetings

Hold 10 minute “stand-up” huddle meetings with all Team Leaders and Assistant Team Leaders starting in Preparation Week 7, continuing through Event Week 7. It is important that Team Leaders and Assistants are dismissed after 10 minutes. The purpose of the meetings is for you to share information and to ask questions. If questions cannot be answered in a few seconds, they can be addressed by phone, e-mail, or in person after the meeting. Everyone wears their name tags at all meetings. These meeting build unity and enthusiasm. Ask Team Leaders that will miss a meeting to notify you in advance. If anyone is missing from the meeting, call or e-mail them the same day to update them. This will reinforce to them that you expect them to be at all meetings.

Full Meetings

There are three 90 minute meetings held in Preparation Week 1, and Event Week 2 and Event Week 4 to be attended by Team Leaders, Assistant Team Leaders and all Team members. Team Leaders are encouraged to have their team members attend as it builds unity and excitement and gives everyone involved a greater understanding of the initiative.

Samples Binder

The 3-ring binder titled “Samples of Items Congregations Provide” (also called Booklet #7) will be used by the Promotion Team Leader to share with their Printing Team and Website Team. It has samples of the necessary items to be printed and details of how to add this initiative to your website.

Sample Letter for Prospective Team Leaders

Send from the Mission Coordinator on Congregation Stationary

Date

Bill Jones
Address
City, St. Zip

Dear Bill:

I am very excited about the Mission Expansion Plan that is being launched in our congregation. It is going to help us serve many people in wonderful new ways!

I have agreed to serve as the Mission Coordinator but for us to succeed we want to pull together a Top-Notch Winning Team of Fourteen Leaders. We are looking for someone with your skills to be part of our team. And we think you will greatly enjoy the blessings you'll gain being part of this team!

The enclosed Team Activity Description shows the position we are asking you to consider and the other people we hope will also agree to join with us. This will not take a lot of time, but will provide wonderful benefits to our congregation.

Please do not make a decision about serving at this time. Our request is just for you to attend a 30-minute Information Meeting, at 11am on Sunday, August 15th, right after second worship service. We will show a short DVD about HealthierChurch.org, share more information, and answer questions. Spouses of those invited are also welcome and encouraged to attend.

You do not have to make a decision at the meeting. We will give you some material to take home for additional review and then ask you to let us know early next week if you will join.

Please let us know if you cannot attend Sunday. We will then arrange to meet with you at another time at your convenience.

Thanks for your faithfulness to the congregation and your willingness to review this important endeavor.

God Bless,
Jim Williams
Enc: Names of Prospective Team Leaders

The Totally Positive Challenge

A key component of an effective Mission Expansion Plan is teamwork. Most congregations can benefit tremendously by creating a stronger environment of cooperation and encouragement where there is less blaming and complaining by participants.

HealthierChurch.org recommends two ideas to help you strengthen the positive spirit of your congregation. The first is a Totally Positive Card that lists key verses that you will encourage people to carry with them and review often. The second is wrist bands that participants are encouraged to wear 7 days a week for the last 7 weeks of the 8 Event Weeks. At the start of every team meeting throughout your initiative, have members hold up their Totally Positive Card. Distribute these cards to anyone who doesn't have one. Read through the verses together.

Totally Positive Wristbands

Your Printing Team will be ordering rubber, stretch wristbands that will have "Totally Positive" and your theme embossed on them. Provide them to all confirmed members and guests in your congregation. You can include your youth if you wish. You can see how they are used in the detail below regarding the Totally Positive Challenge.

The Totally Positive Challenge

The outline for Week 2 worship services calls for you to lead the Totally Positive Challenge. It involves making a brief presentation where you point out the benefits of focusing on how we can serve each other rather than on blaming or complaining.

Encourage the congregation to commit to bringing their Totally Positive Card to worship services and wearing their Wristband 7 days a week throughout the next 7 weeks. Have fun taking them through the Totally Positive Pledge listed below.

Totally Positive Pledge

At the Week 2 worship services, and also in the team meeting prior to Week 2, encourage everyone to take the Totally Positive Pledge and lead them through responsively reciting the following. You can have some fun by having everyone raise their right hand before they pledge.

For the next 7 weeks – I pledge to speak only those things that build up my family, friends, workplace, community and congregation. With God's help, I pledge to not blame anyone or complain about anything. I pledge that anytime I find myself being negative I will snap my wristband, and say, "I am Totally Positive!" I pledge that anytime anyone wearing a wristband hears me say anything negative, they have my permission to say, "Let's be positive." I will not defend myself. I will gently snap my wristband and calmly say, "I am Totally Positive!"

Printing Suggestions for the Totally Positive Cards

Print the Totally Positive Card with the suggested verses (see sample from your HealthierChurch.org Associate) on card stock that would be about 6 inches wide and 5 inches long.

Print on both sides but lay the print out so the card can be folded to about 3 by 5 inches. Print with a fold impression, but do not pre-fold them. They can be used as bulletin inserts unfolded, but easily be folded to fit in a purse or pocket.

Availability

Mission Coordinator Let your Team Leaders know how to reach you by phone and e-mail and the times you are available. Get back to them the same day if at all possible.

HealthierChurch.org Associate Your HealthierChurch.org Associate is available by phone, e-mail, or to meet with congregation staff and leaders in person. It is important the HealthierChurch.org outline is followed closely in Year One. It is necessary to get the approval of your HealthierChurch.org Associate before acting on any ideas or shifting from the outline of the HealthierChurch.org initiative.

Outline for Team Meeting # 1

You, as Mission Coordinator, lead all three Team Meetings. The HealthierChurch.org Associate will attend Team Meeting number one, if requested, to assist as needed and to answer questions. Allow 90 Minutes for the meeting and instruct Team Leaders in advance to bring their Mission Manuals to reference their team's tasks.

You will want a DVD Player and TV in your meeting room.

Welcome Team Leaders and Assistant Team Leaders who have been recruited by this time.

Give each person a copy of the stewardship book provided by HealthierChurch.org. Encourage them to read it by the next team meeting. Tell them you will be giving a quiz on what they've learned and will have a contest and prize for those who know the most correct answers. (Prepare 10 questions when you read through the book that you can use to quiz team members during your next 2 meetings. Bring some inexpensive gifts to your next meeting, like healthy snack bars, that you can give to those who do well on the quiz.)

Give everyone a Totally Positive Card. Explain the benefits of a positive approach to working together. Let them know we will be learning these verses and reviewing them at this and upcoming meetings. Read through them together. You can make it a responsive reading. There is great benefit in reading each verse out loud. It gives each person an opportunity to allow God's Word to be spoken, heard and considered. And His Word creates results! As you encourage this

exercise at every meeting you will be strengthening the teamwork and positive spirit of participants. Please make this a priority at every meeting during your Ministry Expansion Plan.

Hand out Totally Positive wrist bands to everyone and explain how they will be used. Encourage them to wear the wristbands during this meeting, but then turn them in at the end of the meeting, because you want to present them to the entire congregation at the same time in Week 2.

Invite everyone to join you and take them through the Totally Positive Pledge.

Show the 9-Minute HealthierChurch.org DVD. It is a good recap even for those leaders who have seen it already.

Confirm who has watched the Training DVD and reviewed the Mission Manual. Make a note of which Team Leaders still want to review it and plan to follow-up with them in a few days to encourage completion. Getting all Team Leaders and Assistant Team Leaders to complete this review promptly is important.

Remind all leaders of the importance of being at every worship service next week for the Kick-off so they can be introduced to the congregation. You'll mention this later but say it now in case anyone leaves before the end of your meeting.

Your kick-off week presentation of all Team Leaders can be pre-recorded on video. This is very effective and then does not require all leaders to attend all worship services.

Have your team leaders give updates. Introduce them as it is their turn to present. Start with the Promotion Team Leader. Feel free to ask questions of your leaders regarding the status of their tasks while they make their presentations. Have a copy of the Timeline of Events with you so you can easily look ahead to key events that are coming up next.

Promotion Team

Distribute the Mission Expansion Plan. Explain it will be distributed at the kick-off during worship services. Review the goals enthusiastically. You are helping your leaders buy into the vision and they in turn will help you share it with your congregation.

Review the schedule of activities in the Mission Expansion Plan.

Introduce your Team Leaders and invite them to talk briefly about their projects.

Website

Newsletter

Printing

Media

Presentation – including a review of kick-off weekend and how it will run

Secretarial Team

Present progress on updating participant's database and creating lists for Listening Visits Calls.

Connection Team

Report on progress contacting entire congregation and on the information booth. Connection Team Leader to train everyone that will be working the booth to:

- Make an enthusiastic 1st impression – you are the face of your Mission Expansion Plan
- Answer questions or help people find answers
- Pick up RSVPs or reports for Listening Visits completed, Prayer Vigil, Dessert Feast attendance, Fasting Challenge, etc. (Have sign-up sheets for each area of involvement)
- Distribute Totally Positive Cards, Wristbands and Mission Expansion Plan brochures.

Listening Visits Team

Remember that you are recruiting additional Listening Visits team members from this entire group at Team Meeting # 1. Explain that the Listening Visits Team is the only team that leaders from other teams are also encouraged to participate in if they can make the time to do so. A Listening Visits Captain Team of Two will be assigned 5 Listening Visits Teams of Two to work as a group.

- Explain why we work in Teams of Two for security and propriety.
- Explain that 5 Listening Visits Teams of Two give a Captain Team of Two their available schedule.
- Explain that Captains schedule visits for themselves and for the Listening Visits Teams of Two.
- Each individual team makes only 3 visits.
- Each Captain's team visits 15 to 20 families.
- Discuss congregation leaders visiting other congregation leaders.
- Explain that we would like 25% of the congregation making visits – encourage everyone to be part of a team, either as the speaker or as the observer.
- Get every individual Team of Two to give you 4 dates they can block out on their calendar to make their 3 visits. (Don't let them leave without giving you those dates.)

Prayer Team

Discuss having a Prayer Vigil and plan to challenge the congregation to participate in a fast.

Remind everyone of the importance of seeking God's blessing through prayer and receiving the guidance we gain as we pray. Encourage each leader to attend one of the prayer hours.

Dessert Feast Team

Share the location for the Dessert Feast and the number desired in attendance. Teenagers are welcome. Share plan for child-care. Talk about plans for decorating.

Community Events Team

- Review research underway and some ideas of what events are being considered.
- Discuss option of planning a major event by the congregation to invite the community.
- Address a community door-to-door campaign to invite neighbors.
- Ask for ideas.

Guest Welcome Team

Discuss plans for immediate follow-up of first time guests to the congregation
 Explain this is on-going and we will want volunteers after the 8 Event Weeks
 Invite anyone interested to let you know

School Team (Congregations with schools)

Discuss initial ideas to involve students and alumni.

Information about Team Meeting # 2

Ask all Team Leaders and Assistant Team Leaders to bring their Team Members to Team Meeting 2. Training will be included for the Listening Visits Teams of Two and everyone at the meeting will participate in the Listening Visits Training

Remind everyone to be at all worship services this coming weekend for the kick-off and recap how they will be introduced.

Have them turn in their wrist bands.

Outline for Team Meeting # 2

The Mission Coordinator will lead Team Meeting 2. Allow 90 minutes for the meeting. Prior to the meeting, encourage Team Leaders to bring their Playbooks. The HealthierChurch.org Associate will not normally attend this meeting.

Welcome Team Leaders, Assistant Team Leaders, and team members. Remind everyone that Listening Visits training is for everyone in attendance, even if they will not be serving on the Listening Visits Team. You will be gathering their prayer requests and other information during the training exercise.

Ask for comments about the stewardship book. Give a copy to any new Assistant Team Leaders who have not yet received one. Encourage them to read it before the next meeting. Give a quiz with about 10 questions and a prize. The idea is to make it fun and help folks learn some key points even if they haven't read the book.

Ask everyone who has their totally positive card to get it out. Have everyone raise their hand that wants one and then distribute them. Explain the benefits of a positive approach in working together. Read through the cards together. You can make it a responsive reading. There is great benefit in reading each verse out loud. It gives each person an opportunity to allow God's Word to

be spoken, heard and considered. And His Word creates results! Please make this a priority at every meeting during your Ministry Expansion Plan.

Review the event schedule for the next three weeks

Have your Team Leaders give updates. Feel free to ask questions of your leaders regarding the status of their tasks while they make their presentations. Have a copy of the Timeline of Events with you so you can easily look ahead to key events that are coming up next.

Promotion Team

Introduce your Team Leaders and invite them to talk briefly about their projects.

Website

Newsletter

Printing

Media

Presentation

Prayer Team

Dessert Feast Team

Community Events Team

Guest Welcome Team

School Team

Listening Visits Team

Distribute Listening Visits Team guidelines reproduced from the Listening Visits section in this manual. Bring copies for everyone. Remember that you are recruiting additional Listening Visits team members from this entire group. Explain that the Listening Visits Team is the only team that leaders from other teams are encouraged to participate with if they can make the time to do so.

Go through the guidelines with everyone

Review the “Five Question Survey” congregation leaders prepared for listening visits. Tell them it’s more important to have the person they visit do most of the talking. Be good listeners.

Role play. Have everyone break up in teams of two. Have each Team of Two find another pair to visit and complete the questionnaire for each confirmed member and guest and present the handout

material. Then switch roles and complete questionnaires for the other team. Give each Team of Two about 10 minutes (20 minutes total with both taking turns.) Explain this will feel rushed but it is also good practice for them to prepare for their other visits.

Other Teams as needed

Answer any questions the group may have.

Information about Team Meeting # 3

This will be the last Team Meeting to finalize all events. It is important that all Leaders, Assistants and team members attend. It is especially encouraging for team members new to the congregation involvement to attend the team meetings. You attend not just for the information but also for the synergy that your fellowship creates!

Team Meeting #3 includes training for Prayer Supervisors/Prayer Hour Hosts.

Outline for Team Meeting # 3

The Mission Coordinator will lead Team Meeting # 3. Allow 90 Minutes for the meeting and instruct Team Leaders in advance to bring their Playbooks. The HealthierChurch.org Associate will not normally attend this meeting. Remind everyone that the Prayer Hour Host Training is for everyone in attendance, even if they will not be serving as a host. All volunteers are asked to help through the entire training.

Ask for comments about the stewardship book. Encourage everyone to read it. Team Members that did not get a copy can borrow one from their Team Leader, or the congregation might have extras that can be given out. Ask everyone who has their totally positive card to get it out. Read through them together. You can make it a responsive reading. Check to see if everyone is wearing their totally positive wrist bands.

Invite your Team Leaders to give updates

Promotion Team

Listening Visits Team

Dessert Feast Team

Community Events Team

Guest Welcome Team

School Team

Other Teams as needed

Prayer Team

Distribute the Hourly Prayer Host Guidelines (copied from Mission Manual) and the Prayer Verses. Copy the Suggested Prayer Topics on the back of the Verses. Lead a training discussion for Prayer Supervisors and Prayer Hour Hosts.

Distribute prayer cards and invite everyone to list some prayer requests. Explain that they can remain anonymous and that we are going to distribute them around so that we can pray for each other. Collect the cards and ask everyone to spend a few minutes praying together.

Ask each person to pray silently for a minute for the request on the card they are holding. After a minute ask them to pass the card to their right and have folks pray one minute for the request on the new card. Then ask for a volunteer to pray for our nation's leaders. Ask for a volunteer to pray for your pastoral staff. Finally, ask for a volunteer to pray for your Mission Expansion Plan. You can have someone lined up in advance to make that closing prayer.

Review the event schedule for the year and answer questions.

Encourage all Team Leaders, Assistant Team Leaders and Pastors to attend the critique that will be scheduled within 10 days after Week 8.

Pastor's Invitation to Kick-Off Weekend

Date

Dear Friends of (Your Congregation Name),

Thank you so much for your interest in (Your Congregation Name). Over the years God has provided many blessings and given us direction to reach people in our community for Christ. It is with great excitement that I share a new and exciting expansion opportunity to provide spiritual encouragement for our congregation and to spread the reality of Christ's love to others.

This is a personal invitation for you to attend the Kick-Off worship service on (Date, time and place) to hear a preview of plans for a great leap of faith for our congregation. We will introduce an initiative that will increase our effectiveness to serve our Congregation, our Community and the World.

(Your theme name) is the name of our Mission Expansion Plan. Please add it to your prayer list even before we have had an opportunity to share all the details. A Mission Expansion Plan brochure detailing all our goals and the dates of special events will be provided at the worship services for your review.

(Concluding paragraph by Pastor)

May God bless you,

(Pastor's name)

Mission Coordinator and Pastor's Invitation to Attend the Dessert Feast

This will be distributed by congregation newsletter, bulletin insert, on the website, etc.

Date

(Person Being Invited)

Dear (First Name or Names if a couple),

We are well underway in our (theme) Ministry Expansion Plan. I know you share the excitement being experienced throughout the entire congregation. We are just a few weeks away from a great victory for the work of our Lord.

We want to extend an invitation for you to attend a Special Dessert Feast at (Location) on (Date) at (Time). There is no charge. This is a gala event for everyone in our congregation from teenagers to confirmed members and guests, and there will be more deserts than you have ever seen at one time.

Childcare will be provided during the event in (room). Desert Feast RSVP cards are available. Please indicate and the children you will bring and their ages.

At the Dessert Feast we will share the Mission Expansion Plan of our congregation to more fully serve our congregation, our community, and the World, showing them the Good News of the love of Christ. And we will share more exciting opportunities for participants to enjoy serving.

Sincerely for God's Glory,

(Pastor and Spouse Names)

(Mission Coordinator & Spouse)

Invitation Card or Letter to Attend Commitment Sunday and Victory Sunday

Date

(To all congregation families/individuals)

Dear (First Name),

What a blessing these past weeks have been as we have all worked together on our (theme) initiative. There are so many reports of God moving in lives as we have grown closer as a congregation and have united to reach our goals to expand our Congregation's Ministry.

Some of these stories will be shared on Commitment Sunday (Date, Time, Place) and Victory Sunday (Date, Time, Place). Plus, we will be announcing the Faith Promise goal we have achieved. It will be a time of rejoicing.

These worship services will be special times for our Congregation Family and we welcome you to make a special effort to attend. You will enjoy the opportunity to share first hand in the excitement of how we are growing.

(Closing paragraph by Mission Coordinator)

With gratitude,

(Mission Coordinator's Name)

Pastoral Team

Summary

The primary role of the Senior Pastor and the Pastoral Team is to provide spiritual direction and enthusiastic encouragement. The Senior Pastor agrees with and supports HealthierChurch.org and delegates the authority to lead the initiative to the Mission Coordinator. The entire congregation is invited to take part in the vision planning process.

Key Tasks

- Approve all components of HealthierChurch.org at the time of contract.
- Enthusiastically support this ministry initiative in spirit and in prayer.
- Adopt a policy of meeting privately with each confirmed member and guest of the congregation annually to up-date congregation contact information, share congregation goals and to ask about prayer concerns.
- Select the Mission Coordinator.
- Attend the Vision Planning Meetings.
- Prepare sermons consistent with the themes of events of the 8 Event Weeks. Support the Congregation Challenge to be Totally Positive.
- Complete the Congregation Information form found later in this section.
- Approve the use of the HealthierChurch.org recommended Stewardship Book.
- Lead by example wearing the “Totally Positive” wristband.
- Make a few visits to congregation members and guests.
- Give the Mission Coordinator 10 to 15 minutes in each worship service on Launch Week and Commitment Week, and 5 to 8 minutes in each of the other 7-weeks to promote this ministry initiative. Then 5 to 8 minutes once a month at all worship services.
- Develop the 3 to 5-question Congregation Questionnaire
- Establish a policy of requiring half the people wanted to staff new or expanded ministries to be recruited from the “inactive” list.
- Attend the critique after the conclusion of the 8 Event Weeks.
- Attend the “Planning for Monthly Reports” meeting in week nine.

Task Timeline – Pastoral Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	9	Select Mission Coordinator with input from council
	9	Return information sheet to HealthierChurch.org Associate
	9	Make list of potential Team Leaders
	9	Set dates for all meetings with Mission Coordinator and HealthierChurch.org Associate
	9	Approve items congregation provides
	9	Approve Stewardship book provided by HealthierChurch.org
	9	Review Mission Manual and watch Training DVD
	8	Schedule sermon topics
	7	Attend meeting of potential Team Leaders
	7	Attend Vision Planning Meeting # 1
	5	Attend Vision Plan Meeting # 2
	5	Inform congregation about Connection Team phone calls
	4	Help develop 5 questions for Listening Visits Survey
	3	Develop sermon themes for next 10 weeks
	3	Touch base with Pastoral Team to review task list
	2	Allow 5 minutes for announcements at worship
	1	Senior Pastor or liaison attend Team Meeting #1
		Begin Event Weeks
	2	Attend Team Meeting # 2 and train Listening Visits Team
	2	Senior Pastor or liaison attend Team Meeting #2
	3	Make Listening Visits to Leadership Team members
	4	Approve plan for Community Events
	4	Make Listening Visits to Leadership Team members
	5	Ask congregation to read Stewardship book

	5	Attend Prayer Vigil
	6	Attend Dessert Feast
	7	Turn in Pledge Card
	9	Attend the Critique Meeting
	9	Give another opportunity to fill out pledge cards during worship services

Selection of Team Leaders and Members

The careful, prayerful selection of the Mission Coordinator, Team Leaders, and Team Members is essential for effective mission expansion.

Selecting the Mission Coordinator

The Senior Pastor will first review the qualifications of a prospective Mission Coordinator with the HealthierChurch.org Associate. With the approval of the HealthierChurch.org Associate the candidate will be invited to discuss HealthierChurch.org with the Senior Pastor and the HealthierChurch.org Associate prior to making a decision. If possible, it is recommended this become their primary emphasis. Your Mission Coordinator will be trained and supported by the HealthierChurch.org Associate. The Mission Coordinator becomes your own professional mission expansion leader for as long as they wish to serve. They are encouraged to serve at least two years.

Selecting the Team Leaders

The Pastoral Team and the Mission Coordinator help select Team Leaders for all teams. In Year One only, these Team Leaders are individuals who are already involved in some aspect of congregation leadership. Team Leaders serve one year only.

Selecting the Assistant Team Leaders

The (15) Assistant Leaders will be selected by the respective Team Leaders after names suggested and approved by the Mission Coordinator and Congregation Leadership. They are to be people who have not yet served in the congregation at this level of responsibility. They become the Team Leaders in Year Two, and in turn they mentor Assistants that will take over in Year Three. This process continues indefinitely.

Selecting the Team Members

Select the team members each team requires with the goal to involve many people not yet active in congregation leadership. The Mission Coordinator, with assistance from the Pastoral Team, provides a list of names of potential team members.

Church/Staff Contact Information

Name of Church _____ **Date** _____

Address _____ **City** _____ **St.** _____ **Zip** _____

Church Phone (_____) _____ **Fax** (_____) _____

Church e-mail _____

Sr. Pastor _____ **Cell #** (_____) _____

Sr. Pastor e-mail _____

PLEASE COMPLETE THE FOLLOWING

Total Families on church roll: _____ **Families that actively attend:** _____

Average attendance per week for worship service: (Adults & Children) _____

Congregation attendance change last three years: Up_____, **Down**_____, **Same**_____

Number of Giving Units: _____

Number of bulletins printed for services each week: _____

Current Annual Budget:

(Operations, missions and payments on all debt) \$ _____

Mortgage debt: \$ _____ **Other debt:** \$ _____

Description of other debt: _____

Program Leader _____

Address _____ **City** _____ **St.** _____ **Zip** _____

E-mail _____

Home(_____) _____ **Cell**(_____) _____ **Work**(_____) _____

Other:

Event Dates For _____ City _____ ST _____

Events:

Vision Planning Meeting #1

Date: _____ Time: _____ Place: _____

Vision Planning Meeting #2

Date: _____ Time: _____ Place: _____

Selection Team Meeting

Date: _____ Time: _____ Place: _____

Information Meeting with Prospective Team Leaders

Date: _____ Time: _____ Place: _____

DATE

_____ **WEEK Minus 1**

TEAM MEETING #1 (Team Leaders, Assistants & Team Members)

Date: _____ Time: _____ Place: _____

_____ **WEEK ONE**

KICK-OFF WEEK Introduce Team Leaders & Assts. in all services

_____ **WEEK TWO**

TEAM MEETING #2 (All Team Leaders, Assistants and Team Members)

Date: _____ Time: _____ Place: _____

Personal Visit Pair Training (During or after Tm.Mtg. 2)

Leadership Visit Pair Trainig (During or after Tm. Mtg2)

_____ **WEEK THREE**

START PERSONAL VISITS

_____ **WEEK FOUR**

TEAM MEETING #3 (All Team Leaders, Assistants and Team Members)

Date: _____ Time: _____ Place: _____

_____ **WEEK FIVE**

PRAYER VIGIL (Entire Congregation invited to attend)

Start Date: _____ Time: _____ Place: _____

End Date: _____ Time: _____

_____ **WEEK SIX**

DESSERT FEAST (Entire Congregation invited to attend)

Date: _____ Time: _____ Place: _____

_____ **WEEK SEVEN**

COMMITMENT WEEK (Congregation fill our Pledge Cards)

_____ **WEEK EIGHT**

VICTORY WEEK

_____ **WEEK NINE**

PROGRAM CRITIQUE (For Team Leaders, Assistants, Comm. Chairs)

Date: _____ Time: _____ Place: _____

Important all Team Leaders, Assistants & Pastors attend critique

_____ **WEEK NINE**

PLANNING FOR MONTHLY REPORTS

Pastors, Program Leader, Promotion TL and Presentation TL

Date: _____ Time: _____ Place: _____

The V2S Program runs year-round but most of the events take place in an 8-week period. The V2S Coach will work directly with the Program Leader through the year. The V2S coach attends and leads the Vision Planning meetings, the Selection Team meeting, and the meeting in week-9 to plan the monthly Presentation Team reports and other meetings as needed.

Congregation Commitment to Listening Visits to be Established by Pastors and Congregation Leadership

An important part of HealthierChurch.org is lay people making listening visits to confirmed members and guests of the congregation. This activity will produce many congregation benefits in addition to gathering information for the congregation files. It will give everyone an opportunity to ask questions and give input about how to improve congregation ministries, share personal and/or prayer concerns, inform people about the new Mission Expansion Plan and it will especially develop new friendships with active and inactive people.

Nothing communicates how much you care for people as “individuals” as someone spending “individual” time with them. You’ve heard it said that “No one cares how much you know until they know how much you care.” Listening visits are the primary way you show you care. Help your leaders not miss the point: The goal is not to mass-produce a shot-gun information blast to everyone. It is to give each person/family “individual” attention.

Getting people to accept a visit from a two-person congregation lay-participant team can be challenging. It has to be communicated that this is an important congregation-wide ministry in which everyone is encouraged to participate. Change may be met with skepticism, and you will want to reassure those called that this is not a fund-raising call.

The visits are intended to be informal and last about 30 minutes. We suggest the meetings be held at a restaurant, coffee shop, or anyplace that provides a degree of privacy in a relaxed environment. Meeting in people’s homes is a possibility, but not to be initially suggested as many people are reluctant to have congregation guests they do not know come to their home. Do not hold the meetings at church before or after worship services. This will not usually create a relaxed social atmosphere for people to get to know each other. One of the great benefits of the visits is for people to get to know each other.

Congregation Leadership Encouraged to Adopt a Policy Statement (example)

In order to better serve the needs of our congregation, we have adopted a policy of visiting all confirmed members and guests in our congregation once a year. Numerous lay people, in 2-person teams will assist in making these visits. The visits are to be held at a convenient location comfortable for those being visited, such as a restaurant or a coffee shop. No fund raising requests are made on any of these visits.

The purpose of the Listening Visits is three-fold:

1. To up-date each person’s congregation contact information;
2. To share congregation goals and to ask for ideas of ways to increase our ministry to our Congregation, our Community and the World;
3. And to ask if there are any personal requests or prayer concerns.

Selecting a Theme, Logo and Verse

Each congregation implementing the HealthierChurch.org Mission Expansion Plan into their annual curriculum will select a theme, Bible verse and logo. They will become a permanent part of the congregation promotion to unite, excite and motivate participants into greater service to Jesus Christ through the congregation, the community and the world.

Theme

Choose a compelling, 2 to 4 word phrase that relates to your congregation goals for God's expanding mission in the congregation, the community and the world.

Some themes selected by others:

Capture the Vision
Faith for the Future
Venture of Faith
G.I.F.T.
Step of Faith

Growing With God
Together in Faith
Investing in Eternity
Shattering the Darkness
Leap of Faith

Here We Grow
Salt and Light
Lighting the World
In the Master's Plan
Our Goal, God's Glory

Bible Verse

Select an appropriate Bible Verse that relates to the theme.

Logo Design and Selection

The Promotion Team will design a logo with Senior Pastor.

Theme Suggestions: _____

Bible Verse Suggestions: _____

Logo Suggestions: _____

Communicate This Information to your HealthierChurch.org Associate

Congregation's Name _____

Congregation's City & State _____

Your Theme _____

Choose a short phrase that relates to your congregation goals of doing more for your Congregation, Community and the World.

Select an appropriate Bible verse that relates to your theme.

Our bible verse is: _____

From this translation _____

Select or design a logo to accompany the theme. A good logo is simple and easy to reproduce on literature, clothing, posters etc.

Send your HealthierChurch.org Associate a digital sample of your logo.

Congregational Questionnaire for Event Year

(Congregation Leadership will develop 3 to 5 Questions)

In the next few weeks, a team of volunteers from our congregation will be personally visiting people associated with our congregation. The purpose of the visit will be to gather input on the following questions, take prayer requests, and to briefly share some information about our plans for the next year. They will not make any request for you to contribute financially. You will be getting a phone call to confirm the best time to schedule the brief visit. The visit will only last about 30 minutes. Please review the questions below and give some thought to the input you would like to give them when you are visited. We are attempting to contact everyone, but if you find you have not been contacted by week 3 of the 8 Event Weeks, please call our Listening Visits Team Leader (Name) and let (him/her) know you are still available for a visit. You are important to us and we don't want to miss you.

- 1) What existing ministries would you like to see expanded?
- 2) What new ministries would you like to see added?
- 3) List any suggestions you would like to see incorporated into the Saturday/Sunday worship services?
- 4) Are there any facility changes or additions you would like to see?
- 5) Please share any concerns you have about the congregation?

Suggested Sermon Themes

Week -1	Church Vision Goals	Luke 10:2
Week 1	Church Goals (Cont.) Program Kick Off this week	Luke 10:2
Week 2	Be A Positive Person Wrist Band Challenge starts	I Corinthians 1:10
Week 3	Hospitality Home Visits Start this week	I Peter 4:8-10
Week 4	Love Use "Be Positive" Brochure	I Corinthians 13:4-8
Week 5	Prayer Prayer Vigil this week	I Thessalonians 5:16-18
Week 6	Feast & Giving Dessert Feast this week	Ecclesiastes 10:19 II Corr. 8:2-3 & 9:5-10
Week 7	Giving Commitment at all services	II Chronicles 31:4-10
Week 8	Unity – Harmony Success report	I Corinthians 1:10

Sermon Suggestions

Preparation Week 5 – Connection Team will be making phone calls

It is important the congregation knows they will be getting a phone call to update congregation records and to share information about an exciting Mission Expansion Plan that will start soon. Mention this in the bulletin, in the newsletter and on website.

Preparation Week 3 – The Call to Serve

Lay a foundation rooted in our call to serve others. It's not about us but about "them". Focus on needs in your congregation, community and world. Give the congregation a sense of your confidence that they can achieve great things working together. Share that you are starting an annual process to review and renew your goals. Explain that you'll share more details in the next 3 weeks.

Announcements for the worship services, bulletin and website:

1. Introduce the Mission Coordinator who will make brief comments about the Mission Expansion Plan that will launch in three weeks.
2. Share details about the launch date. Distribute the Mission Expansion Plan in bulletins and newsletter mailings. Introduce and explain the Mission Expansion Plan.
3. Explain the initiative that has been adopted by congregation leadership to gather and share information by visitation pairs with every confirmed member and guest of the congregation. Read and communicate this information in the bulletin and on the website.

Preparation Week 2 – Our Vision for Serving our Congregation

Recap our call to serve Then focus on the ways you see your congregation expanding ministry to your congregation in the next 12 months. Address needs that will be met and the confidence that people can have a great impact. Believe all your new goals can be achieved and paint an exciting picture of blessings to follow.

Announcements for the worship services, bulletin and website:

1. Listening Visits Teams of Two are wanted to call on three families.
2. Introduce Listening Visits Team Leader.
3. List 3 to 5 Questions about improving ministries to be asked on listening visits.

Preparation Week 1 – Our Vision for Serving our Community and our World - Luke 10:2

Recap once more our call to service Briefly recap your Mission Expansion Plan. Then speak in detail of the goals for your Community and the World. Once again, meditate in advance on these goals so your words can paint a compelling picture of expanding the ministry of your congregation.

Announcements for the worship services, bulletin and website:

1. Next week is Launch for the Mission Expansion Plan.

2. All teams will be introduced at each worship service.
3. Recruit Listening Visits Teams of Two.
4. Distribute Newsletter #1.
5. Skit #1... Teaser about the Launch

Event Week 1 – Launch Sunday – Introduce Leaders/Show DVD

This Is Launch Week Presentations at worship services this week will use a lot of your normal sermon time for introductions of leaders. You might speak about teamwork and thank the leaders and members who are and will be serving on teams.

Announcements for the worship services, bulletin and website:

1. Distribute Newsletter #2.
2. Distribute Mission Expansion Plan brochures.
3. Team Leaders are introduced to share their role. This can be pre-recorded on video.
4. Listening Visits Teams of Two sign-up continued.

Event Week 2 – Be a Positive Person - I Corinthians 1:10

This is the start of the “Totally Positive” Challenge. Teach about being “Totally Positive” at home, at school, at work and at church. Wear your “Totally Positive” wrist band. Share your personal excitement for the Totally Positive Challenge.

Announcements for the worship services, bulletin and website:

1. Distribute Newsletter #3.
2. Distribute Wrist Bands and Totally Positive Mission Expansion Plan brochures.
3. Mission Coordinator explains how “Totally Positive” wrist bands will be used.
4. Remind couples doing Listening Visits to attend Team Meeting #2 Training.
5. Ask for more Listening Visits Teams of Two and explain how to sign up.
6. Encourage everyone to sign up for the Fasting Challenge.
7. Get Mission Expansion Plan brochure to any who missed it last week.
8. Briefly explain the Mission Expansion Plan.
9. Skit # 2...Be Totally Positive

Event Week 3 – Hospitality - 1 Peter 4: 8-10

Listening Visits Start - Teach on hospitality and taking time for others. Listening Visits happen the next 2 weeks. Explain the questionnaire and the collection of prayer requests that are part of the listening visits. There will be no financial discussion. Share progress on the Totally Positive Wristband Challenge.

Announcements for the worship services, bulletin and website:

1. Distribute Newsletter #4.
2. Listening Visits Team visits start this week.
3. Prayer Team encourages sign-up for attending a Prayer Vigil.
4. Skit # 3... Listening Visits

Event Week 4 – The Greatest is Love - I Corinthians 13: 4-8

Listening Visits End Teach about the impact we have on others by expressing thanks. Review specific blessings you've seen in your congregation over the years. Encourage a grateful spirit of thanksgiving even in times of trial.

Announcements for the worship services, bulletin and website:

1. Distribute Newsletter #5.
2. Prayer Team encourages attendance at the Prayer Vigil next week.
3. Skit # 4... Attending the Prayer Vigil

Event Week 5 – Power of Prayer - Thessalonians 5:16-18

Prayer Vigil Week Speak on the Power of Prayer. Explain its significance to our growing closer to our Lord and His guiding our lives. Teach also on the Biblical guidelines of fasting and the fasting challenge.

Announcements for the worship services, bulletin and website:

1. Distribute Newsletter #6.
2. Prayer Team invites everyone to sign-up for one hour of the Prayer Vigil.
3. Dessert Feast Team invites everyone to sign-up to attend the Feast.
4. Skit # 5... Attending the Dessert Feast

Event Week 6 – Review Goals - Ecclesiastes 10:19 and II Corinthians 9: 5-10

Dessert Feast Week Review in detail the Mission Expansion Plan for the next 12 months. Additional volunteers and increased financial support are wanted to meet operating budget needs and new ministry goals. Teach on the benefits of gathering together for corporate fellowship. Touch on the significance of our future meeting with Christ being a Feast at the marriage supper of the Lamb. Encourage attendance at the Dessert Feast.

Announcements for the worship services, bulletin and website:

1. Distribute newsletter #7.
2. Dessert Team encourages everyone to attend the Dessert Feast.
3. Presentation Team explains about how pledges will be made.
4. Skit # 6... Attending worship services on Commitment Sunday

Event Week 7 – Cheerful Giving - II Chronicles 31:4-10

Pledge Commitment at all Worship Services Explain how God wants all to give freely, with joy. He doesn't expect anyone to be impoverished by giving; He expects teamwork and proportionate giving to how you've been blessed. All gifts can be anonymous. Talk about the blessings we receive when we give, even though we don't give to get something in return. We give because we've been given the greatest gift, a relationship with God, and we give so others can enjoy the same. Allow about 15 minutes for the Presentation Team to present the challenge, pass out the pledge cards, and explain how to fill them out. Collect them as soon as they are filled out.

Announcements for the worship services, bulletin and website:

1. Distribute Newsletter #8.
2. Presentation Team and Mission Coordinator manage the pledge process. They may use a PowerPoint if one has been developed. Allow time for people to fill out pledge cards with music background. Make pledging the focus. Have everyone fill out the contact information side of the pledge card, even if no pledge will be made. This allows everyone to be filling out a card at the same time.

Event Week 8 – Grateful Spirit - I Corinthians 1:10

<p>Victory Week This is a sermon of thanks for all God has provided in changed lives and financial support. Speak of blessings you've seen and praise God for what He's done.</p>
--

Announcements for worship services, bulletin and website:

1. Distribute newsletter #9.
2. Mission Coordinator thanks all Team Leaders, Assistants, and team members.
3. Mission Coordinator thanks everyone who made a Pledge Commitment. Announces total pledges to date. Pledge cards can be filled out today.

Event Week 9 – Pastor Selects Sermon Theme

Announcements for worship services, bulletin and website:

1. List total pledges received to date, and mention that pledge cards are still available for those that have not filled one out.
2. Presentation Team explanation of the monthly reports to follow all year.

Monthly Reports

A 5 to 7 minute report is provided to the congregation monthly by the Presentation Team. For continual congregational support of the Mission Expansion Plan, a monthly report to the congregation is essential. Plan it thoughtfully so it can be presented in 5 to 7 minutes at each worship service once a month. It is most effective when done in a team approach with two participants sharing various parts of the presentation. A summary of their report is also included in the bulletin, the newsletter and on the mission expansion section of the congregation website. It is important that pastors and other leaders understand the importance of assigning enough time for this event in the worship services. It may mean adjusting the length of the worship service.

This monthly motivational report becomes a part of the worship service equally as important, and spiritually motivating as the sermon and music. With well-planned monthly reports, giving will actually exceed pledges. Many will give above what they pledged, and some that did not pledge, or were not at worship services during pledge week, will be excited about the progress and will also give above their regular offering support.

A second offering may be taken once a month at the end of the presentation. This is very important. Your HealthierChurch.org Associate will provide more information about the presentations.

Four Things are Recommended Before Starting New Ministries

Many in your congregation will have more confidence to support a Mission Expansion Plan if they know you are expecting the following to be accomplished before you allow expansion:

1. The congregation operating budget is met. If regular giving is not covering general expenses, a portion of the special gifts will be used for that purpose.
2. Congregation leadership approves detailed plans before ministries are added or expanded.
3. There are sufficient people signed up to implement the ministries.
4. There is sufficient money or pledges to fund the ministries.

Congregation Policy on Volunteer Staffing of New and/or Expanded Ministries

When most congregations want people to help with new or expanded ministries, they ask those already very busy to do more. That is the easiest way but not the best way. A good congregation policy would be when more volunteers are wanted for a project, 50% of the people come from the “inactive member” lists. Many inactive people will agree to help if it sounds like a fun project, they know exactly when they will start and when they will finish and their whole involvement will not take over a few hours. If it becomes a positive experience they will help again.

Promotion Team

Summary

The Promotion Team Leader is responsible for regular communication of the Mission Expansion Plan to the congregation through a variety of methods. There are five sub teams of the Promotion Team that have various responsibilities:

1. Website Team
2. Newsletter Team
3. Printing Team
4. Media Team
5. Presentation Team

Your five Team Leaders are to send the Promotion Team Leader a weekly progress report. You then forward a similar report to the Mission Coordinator. Your role is to help your Team Leaders stay on task. Look for Leaders and team members with communication and computer skills.

Important Meeting Detail

All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship services from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Samples Binder

Samples of items to be printed and website additions are located in the 3-ring binder titled “Samples of Items Congregations Provide” (also called Booklet #7). The Printing Team and Website Team will want to reference this. Your Mission Coordinator has this binder.

Assistant Team Leader

Select an Assistant Promotion Team Leader who can be prepared to step up to the role of Team Leader in Year Two.

Task Timeline – Promotion Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	6	Review Mission Manual and watch Training DVD

	5	Help select Assistant Team Leader
	5	Read Stewardship book provided by HealthierChurch.org
	5	Report progress at Team Leader Meeting
	4	Report progress at Team Leader Meeting
	3	Report progress at Team Leader Meeting
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
	1	Produce or find an Estate Planning Mission Expansion Plan
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	3	Report progress at Team Leader Meeting
	4	Attend Team Meeting # 3
	5	Attend Prayer Vigil and report progress at Team Leader Meeting
	6	Attend Dessert Feast and report progress at Team Leader Meeting
	7	Report progress at Team Leader Meeting
	7	Turn in pledge card
	9	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Website Team

A congregation website is an effective promotion and communication tool if it is attractive, easy to navigate and updated every week. It is suggested a team of two adults with ability to manage websites are joined with 3 to 5 youth with website interest and ability. This team would meet each week to update the homepage of the website so it can be sent to the congregation e-mail list the same day each week. This is a great way to involve youth in supporting the congregation.

Add a special section to the congregation website about the Mission Expansion Plan. There can be pages about the goals, events, teams, and how people can get involved, etc. Be sure the website is up-dated at the beginning of every week with information about sermon topics and special events coming up that week.

Website Example

For an example how to include a section in your website about HealthierChurch.org, see the 3-ring binder titled “Samples of Items Congregations Provide” (also called Booklet #7). Your Promotion Team Leader or Mission Coordinator has this binder.

Important Meeting Detail

All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship services from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Task Timeline – Website Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	5	Select team members
	5	Report progress at Team Leader Meeting
	5	Review Mission Manual and watch Training DVD
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	4	Prepare rough draft of Mission Expansion Plan pages for website

	3	Report progress at Team Leader Meeting
	3	Add content to website draft
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
	1	Add newsletter of the week to the website
	1	Do operational test on website
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Put newsletter of the week on the website
	1	Website Go Live
	2	Attend Team Meeting # 2
	2	Put newsletter of the week on the website
	3	Put newsletter of the week on the website
	4	Attend Team Meeting # 3
	4	Put newsletter of the week on the website
	5	Attend Prayer Vigil
	5	Put newsletter of the week on the website
	6	Attend Dessert Feast
	6	Put newsletter of the week on the website
	7	Put newsletter of the week on the website
	7	Turn in pledge card
	8	Get comments from team members for Critique Meeting
	8	Put newsletter of the week on the website
	8	Review and recommend updates for entire congregation website
	9	Attend the Critique Meeting

Newsletter Team

During the 8 Event Weeks the Newsletter Team will produce a weekly newsletter about upcoming events. It will be distributed at worship services, included if a regular congregation mailing is going out, and given to the Website Team for posting on the website in the Mission Expansion section. After the 8 Event Weeks, produce newsletters monthly.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship services from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Task Timeline – Newsletter Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	5	Select team members
	5	Report progress at Team Leader Meeting
	5	Review Mission Manual and watch Training DVD
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	4	Create template for newsletters
	3	Draft letter # 1 and sent to Promotion Team Leader
	3	Report progress at Team Leader Meeting
	2	Send newsletter # 1 Printing and Website Teams
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
	1	E-mail newsletter to congregation distribution list
		Begin Event Weeks

	1	Attend all worship services and give a 30 second review of team goals
	1	Send newsletter # 2 to Printing and Website Teams
	1	E-mail newsletter to congregation distribution list
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	2	Send newsletter #3 Printing and Website Teams
	2	E-mail newsletter to congregation distribution list
	3	Send newsletter # 4 to Printing and Website Teams
	3	E-mail newsletter to congregation distribution list
	4	Attend Team Meeting # 3
	4	Send newsletter # 5 to Printing and Website Teams
	4	E-mail newsletter to congregation distribution list
	5	Attend Prayer Vigil
	5	Send newsletter # 6 to Printing and Website Teams
	5	E-mail newsletter to congregation distribution list
	6	Attend Dessert Feast
	6	Send newsletter # 7 to Printing and Website Teams
	6	E-mail newsletter to congregation distribution list
	7	Send newsletter # 8 to Printing and Website Teams
	7	E-mail newsletter to congregation distribution list
	7	Turn in pledge card
	8	Get comments from team members for Critique Meeting
	8	E-mail newsletter to congregation distribution list
	9	Attend the Critique Meeting

Printing Team

This team is responsible for designing, printing and/or purchasing the items listed on the sheet titled, “Sample of Items Congregations Provide.” A budget is approved by congregation leadership and a production/ordering timeline is laid out. Many congregations have people associated with printing companies or other services that can cut costs, or will donate some of the items.

Samples Binder

For samples of items to be printed, reference the 3-ring binder titled “Samples of Items Congregations Provide” (also called Booklet #7). Your Promotion Team Leader or Mission Coordinator has this binder.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship services from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Task Timeline – Printing Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	5	Select team members
	5	Read Stewardship book provided by HealthierChurch.org
	5	Report progress at Team Leader Meeting
	5	Design sign-up cards for Listening Visits Team Members
	5	Review Mission Manual and watch Training DVD
	4	Send draft of Mission Expansion Plan to HealthierChurch.org Associate and Promotion Team Leader for approval
	4	Order wrist bands with "Totally Positive" and the theme
	4	Order name tags for all Team Leaders and Assistant Mission Coordinator
	4	Design and print Totally Positive pocket cards

	4	Design theme banner
	4	Design book markers
	4	Design and order newsletter “letterhead” sheets to be used all year
	4	Design and order prayer note cards
	4	Report progress at Team Leader Meeting
	3	Add HealthierChurch.org Associate and Promotion Team Leader suggestions to materials and give to Pastoral Team for final approval, then print
	3	Order book markers
	3	Order theme banner
	3	Report progress at Team Leader Meeting
	2	Complete printing of Mission Expansion Plan
	2	Pick up Mission Expansion Plan brochures and banner for Team Meeting # 1
	2	Print newsletter for week # 1 bulletins
	2	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 1
	1	Order Stewardship books for Congregational Use
	1	Print newsletter for week # 2 bulletins
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Print newsletter for week # 3 bulletins
	1	Print RSVP cards for recruiting prayer vigil attendees
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	2	Print newsletter for week # 4 bulletins
	2	Print RSVP cards for recruiting people to bring desserts and attend Dessert Feast
	3	Draft monthly gift envelopes for approval by HealthierChurch.org Associate, Promotion Team Leader and Pastor

	3	Print newsletter for week # 5 bulletins
	4	Attend Team Meeting # 3
	4	Order monthly gift envelopes with theme
	4	Print newsletter for week # 6 bulletins
	5	Attend Prayer Vigil
	5	Print newsletter for week # 7 bulletins
	6	Attend Dessert Feast
	6	Print newsletter for week # 8 bulletins
	7	Print newsletter for week # 9 bulletins
	7	Turn in pledge card
	8	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Media Team

Every Congregation can take advantage of free publicity on your local radio and television stations and in newspapers. The Media Team writes and distributes about 20 media press releases a year. Look ahead in the congregation calendar for special events that will provide good news coverage. The work of the Community Events Team, as well as other ministries to the community or world, will often provide good material for a press release.

Build a Database

Establish a database and e-mail distribution list of all newspapers, radio stations and television stations that serve the area from which your congregation draws. Note the name of the news director, religious editor, or other key contact person to whom you would address press releases. Include daily and weekly newspapers. Also list local cable TV shows. They are usually looking for anything to fill an hour.

Get to Know Media Directors

Get to know the contact person at each media. Stop in person to see them with your first press release. Ask them questions about how best to get your events aired. A friendly face will do a lot in getting your events covered. Once a personal contact has been made, you can e-mail press releases and photos to them.

Keep it Short and Sweet

Press releases are short, usually no more than one page double-spaced and 14 pt. type. A short heading of 7 words or less is best. The press release opening paragraph has to address the topic of your release in a quick, interesting way. Then follow with other paragraphs that answer when, where, why, how, etc. Only address one topic per release. Make it of interest to the general public, and newsworthy. Even raking the church lawn can be newsworthy if there is an unusual angle to it (i.e.: being done with rakes made by orphans in a Chinese mission the congregation supports, or congregation youth will volunteer to rake lawns next Saturday for senior citizens, etc.).

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship services from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Have a Schedule

You want to send out releases an average of twice a month. Your goal is both to inform people about the specific events and just to build name recognition for your congregation. It is amazing what will get on the air or in the paper.

Include Photos

Photos give you a better chance of getting your release run by weekly papers. Even a photo enclosed with mailings to radio stations helps to add a more human touch to the release and may help get your message on the air.

Timing Matters

Weekly papers usually want stories by Monday morning to run in their weekly issues. Check to confirm their publication deadline schedule.

TV coverage

TV normally requires having a major newsworthy event. About 10 days ahead, send a “Teaser” letter about a ground breaking event. Invite them to cover the event, but do not include a press release at this time. If they mention it on the air, it becomes “Old News” and local papers and radio may not use it later. Mail a copy of your news release to arrive at radio, TV, and newspapers the day before the event. If they cannot cover it in person, they may still announce it. The day before the event, call the TV stations and ask for “The Assignment Editor” or “News Director.” Tell them about the event (date, time, and place) and invite them to cover it in person. If it is a slow news day, they may show up.

When the Press Arrives

Be prepared to have a spokesperson for the congregation “host” the media. Support them in getting the coverage they want. They are usually on a tight schedule and cannot wait long. Give them your prepared press release. They will want to ask additional questions to put their personal touch on their news story. Know ahead of time who you would like to be your spokesperson. It will often be your Senior Pastor.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Task Timeline – Media Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Select Assistant Team Leader
	6	Report progress at Team Leader Meeting
	5	Select team members
	5	Report progress at Team Leader Meeting
	4	Develop list for e-mail, radio, newspaper and TV
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	4	Review Mission Manual and watch Training DVD
	3	Report progress at Team Leader Meeting
	2	Draft media release # 1 and send to Promotion Team Leader
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
	1	Send media release # 1
		Event Weeks Begin
	1	Attend all worship services and give 30 second review of team goals
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	2	Draft media release # 2 and send to Promotion Team Leader
	3	Send media release # 2
	4	Attend Team Meeting # 3
	4	Draft media release # 3 and send to Promotion Team Leader
	5	Send media release # 3

	5	Attend Prayer Vigil
	5	Draft media release # 4 and send to Promotion Team Leader
	5	Send media release # 4
	6	Attend Dessert Feast
	6	Draft media release # 5 and send to Promotion Team Leader
	7	Send media release # 5
	7	Turn in pledge card
	8	Get comments from team members for Critique Meeting
	9	Attend Critique Meeting

Presentation Team

Summary

The Presentation Team is made up of a Team Leader, an Assistant Team Leader and two members, times the number of weekly worship services your congregation provides. The Team Leader selected will be someone with good communication and presentation skills. The Assistant and all Team Members can expect to be speaking in front of the congregation.

This team will present the goals selected for the next 12 months at the Dessert Feast, at all worship services on Commitment Week, and once a month at each worship service. This team will also plan and present short, 2 or 3 minute skits in Preparation Week 1, Event Weeks 2, 3, 4, 5 and 6. For the monthly congregational reports, it is important to have a team of two different members per worship service. They will be responsible for a well-planned and rehearsed 5 to 7 minute report. The same two members will present the report at the same worship service every month. More detail is provided by your HealthierChurch.org Associate.

PowerPoint/DVD

You can produce a 10 to 15 minute version of your Mission Expansion Plan that will play at your Kick-off, at the Dessert Feast and at Commitment Week services. Some clips from this can be used in some of the monthly reports that are explained on following pages.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Weekly Worship Service Schedule

Here are the sermon topics and announcements that are covered each week in worship service as well as in the newsletter and website update. Use Team Leaders from the teams whose activity is being featured to do the presentations.

PREPARATION WEEK 3 – The Call to Serve

1. Introduce the Mission Coordinator who will make brief comments about the Mission Expansion Plan that will launch in three weeks.
2. Share details about the launch date. Distribute the Mission Expansion Plan in bulletins and newsletter mailings. Introduce and explain the Mission Expansion Plan.
3. Explain the initiative that has been adopted by congregation leadership to gather and share information by visitation pairs with every confirmed member and guest of the congregation. Read and communicate this information in the bulletin and on the website.

PREPARATION WEEK 2 – Our Vision for Serving our Congregation

1. Listening Visits Teams of Two are wanted to call on three families.
2. Introduce Listening Visits Team Leader.
3. List 3 to 5 Questions about improving ministries to be asked on listening visits.

PREPARATION WEEK 1 – Our Vision for Serving our Community and our World

1. Next week is Launch for the Mission Expansion Plan.
2. All teams will be introduced at each worship service.
3. Recruit Listening Visits Teams of Two.
4. Distribute Newsletter #1.
5. Skit #1... Teaser about the Launch

EVENT WEEK 1 – Launch Sunday – Introduce Leaders/Show DVD - Luke 10:2

1. Distribute Newsletter #2.
2. Distribute Mission Expansion Plan brochures.
3. Team Leaders are introduced to share their role. This can be pre-recorded on video.
4. Listening Visits Teams of Two sign-up continued.

EVENT WEEK 2 – Be a Positive Person - I Corinthians 1:10

1. Distribute Newsletter #3.
2. Distribute Wrist Bands and Totally Positive Mission Expansion Plan brochures.
3. Mission Coordinator explains how “Totally Positive” wrist bands will be used.
4. Remind couples doing Listening Visits to attend Team Meeting #2 Training.
5. Ask for more Listening Visits Teams of Two and explain how to sign up.
6. Encourage everyone to sign up for the Fasting Challenge.
7. Get Mission Expansion Plan brochure to any who missed it last week.
8. Briefly explain the Mission Expansion Plan.
9. Skit # 2...Be Totally Positive

EVENT WEEK 3 – Hospitality - I Peter 4: 8-10

1. Distribute Newsletter #4.
2. Listening Visits Team visits start this week.
3. Prayer Team encourages sign-up for attending a Prayer Vigil.
4. Skit # 3... Listening visits

EVENT WEEK 4 – The Greatest Is Love - I Corinthians 13: 4-8

1. Distribute Newsletter #5.
2. Prayer Team encourages attendance at the Prayer Vigil next week.
3. Skit # 4... Attending the Prayer Vigil

EVENT WEEK 5 – Power of Prayer - I Thessalonians 5:16-18

1. Distribute Newsletter #6.
2. Prayer Team invites everyone to sign-up for one-hour of the Prayer Vigil.
3. Dessert Feast Team invites everyone to sign-up to attend the Feast.
4. Skit # 5...Attending the Dessert Feast

EVENT WEEK 6 – Review Goals - Ecclesiastes 10:19 II Corinthians 9: 5-10

1. Distribute newsletter #7.
2. Dessert Team encourages everyone to attend the Dessert Feast.
3. Presentation Team explains how pledges will be made.
4. Skit # 6... Attending worship services on Commitment Sunday

EVENT WEEK 7 – Cheerful Giving - II Chronicles 31:4-10

1. Distribute Newsletter #8
2. Presentation Team and Mission Coordinator manage the pledge process. They may use a PowerPoint presentation if one has been developed. Allow time for people to fill out pledge cards with music background. Make pledging the focus. Have everyone fill out the contact information side of the pledge card, even if no pledge will be made. This allows everyone to be filling out a card at the same time.

EVENT WEEK 8 – Grateful Spirit - I Corinthians 1:10

1. Distribute newsletter #9.
2. Mission Coordinator thanks all Team Leaders, Assistants, and Team Members.
3. Mission Coordinator thanks everyone who made a Pledge Commitment. Announces total pledges to date. Pledge cards can be filled out today.

EVENT WEEK 9 – Pastor Selects Sermon Theme

1. List total pledges received to date, and mention that pledge cards are still available for those that have not filled one out.
2. Presentation Team explanation of the monthly reports to follow all year.

Dessert Feast Schedule – 45 minutes

Greet guests on arrival at reception table. Have an appropriate number of hosts to meet and greet everyone and receive the desserts. Have beverages available when people arrive. Have guests wait to eat until most have arrived so everyone can see the impressive tables of desserts. Open with a prayer of thanksgiving.

Allow about 45 minutes to eat. Follow the meal with a presentation of what God is doing in our congregation.

Presentation – 25 to 30 minutes

2 minutes - Welcome and Prayer.

6 minutes - Testimonies of 3 to 4 people, not over 2 minutes each. Consider recording these ahead of time. Through editing, you can control the time better.

10 minutes - Explanation of next 12-month Mission Expansion Plan. Use some PowerPoint.

5 minutes - Challenge by the Presentation Team. Volunteers and funds requested.

2 minutes - Show a copy of the Pledge Card on PowerPoint. Explain the card and tell everyone they will have an opportunity to fill out at next week's worship services.

3 minutes - Closing Comments and Prayer.

Adjourn.

Presentation at the Dessert Feast

The Presentation Team will be responsible for presenting at the Dessert Feast.

Monthly Reports by the Presentation Team

Starting one or two months after the initial eight activity weeks, two members of the Presentation Team will present a 5 to 7 minute report at all worship services monthly. These presentations are essential to an effective HealthierChurch.org. Initiative.

Components of the monthly reports

Thank Last Month's Volunteers - 1 Minute Congregation participants that volunteered over the past month to serve in any capacity are thanked. If there are only a few, their names and where they volunteered may mentioned. Names may also be listed in the bulletin insert. If there are a large number of volunteers, they need not be mentioned by name in the worship services, though you could have them stand for recognition and applause.

Volunteers Requested Now - 1 Minute Mention positions not filled for leaders and team members for new or expanded ministries. More details can be given in the newsletter and website. There can be a place on both where people can respond by marking their interest in volunteering.

Progress on Goals - 3 to 4 Minutes An update is given on the progress of some of the mission expansion goals. No need to cover them all. You can rotate from month to month sharing details about those that have progressed. Over time, continually circulate through them all. The congregation is especially motivated when they see others involved in specific examples of ministry to others in need. It takes time to launch new ministries, and the congregation can be reminded that as volunteers sign up and funds are raised other ministries will be started.

Report on Last Month's Special Gifts - 1 Minute the congregation is thanked for the special mission expansion gifts given at last month's worship services. The total amount is mentioned.

Special Monthly Offering Taken by Ushers at This Time The offering can be taken at the end of the monthly motivation report when people are most aware of how their contribution is having an impact. Receive it as a second, stand-alone offering using special mission expansion theme envelopes. Have them in the pews at all times. Congregations very quickly get used to this second offering and individuals actually look forward to the monthly reports and opportunity to make an extra contribution. With well-planned monthly reports, giving will actually exceed pledges. Many will give above what they pledged, and some that did not pledge, or did not participate in Mission Expansion Plan, will be excited about the progress and will also give above their regular offering support.

Task Timeline – Presentation Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Distribute and collect Connection Team caller recruitment cards
	6	Report progress at Team Leader Meeting
	6	Review Mission Manual and watch Training DVD
	5	Read Stewardship book provided by HealthierChurch.org
	5	Report progress at Team Leader Meeting
	5	Select team members
	4	Report progress at Team Leader Meeting
	3	Report progress at Team Leader Meeting
	2	Distribute and collect listening visits RSVP cards
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Distribute congregation Mission Expansion Plan at all worship services
	1	Report progress at Team Leader Meeting

	1	Prepare skit for Event Week # 2
	2	Attend Team Meeting # 2 and prepare skit for Event Week # 3
	3	Distribute and collect prayer hour RSVP cards
	3	Report progress at Team Leader Meeting
	3	Prepare skit for Event Week # 4
	4	Attend Team Meeting # 3 and distribute and collect Dessert Feast RSVP cards
	4	Prepare skit for Event Week # 5
	5	Attend Prayer Vigil
	5	Report progress at Team Leader Meeting
	5	Prepare skit for Event Week # 6
	6	Attend Dessert Feast
	6	Report progress at Team Leader Meeting
	7	Present draft of first monthly report to Promotion Team Leader
	7	Report progress at Team Leader Meeting
	7	Turn in pledge card
	9	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Secretarial Team

Summary

The Secretarial Team assists the congregation secretaries with numerous tasks such as adding personal information to the database to make sure there is an up-to-date mailing list, setting up e-mail distribution lists, and sending out some mailings. This team primarily serves prior to and during the 8 Event Weeks but may be called upon throughout the year, as needed.

Key tasks include

- Assisting the office staff to minimize their extra duties during the 8 Event Weeks.
- Inputting data collected by the Connection Team into the database.
- Creating email distribution lists.
- Mailing letters/newsletters as requested by the Mission Coordinator.
- It is important the Secretarial Team Members have access to a computer independent of the congregation office, assuming your congregation can provide a way for them to input data to disk or on-line that can be synched with your database.
- A call list including every confirmed member and guest in the Congregation database is provided to the Connection Team and to the Listening Visits Team.

The List for the Connection Team

This is the first list created by your team. Run a list of every confirmed member and guest in the congregation database sorted first by address, then by last name. Husband, wife and confirmed children can each be a separate entry in the database and on the list. Prepare a Connection Information Form for each confirmed member and guest on the list. Provide the list and all the Contact Forms to the Connection Team.

The List for the Listening Visits Team

After receiving the data collected by the Connection Team, input all the information in the congregation records and then run a list for the Mission Coordinator to review with the staff. The staff will list each confirmed member and guest in one of three Activity Categories:

1. The staff, Council members and other leaders who already have major ministry responsibility.
2. People who attend regularly with some involvement in ministries.
3. People attend irregularly or are not involved in the ministries of the congregation.

Input the activity categories and then run a list for the Listening Visits Team. Sort the list created first by activity category, then by address, then by last name. The Listening Visits Team will use the list and listening visits report forms to schedule and assign visits.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Task Timeline – Secretarial Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Select Assistant Team Leader
	6	Give Pastoral Team list of all confirmed members and guests
	6	Give list with information forms to Connection Team Leader
	6	Report progress at Team Leader Meeting
	6	Select team members
	5	Read Stewardship book provided by HealthierChurch.org
	5	Report progress at Team Leader Meeting
	4	Report progress at Team Leader Meeting
	4	Review Mission Manual and watch training DVD
	4	Update Team Leader names for Pastoral Team to put on database
	3	Report progress at Team Leader Meeting
	3	Update congregation contact database including e-mails
	2	Prepare list and questionnaires for Listening Visits Team Leader
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
	1	Set up e-mail distribution list for entire congregation
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Mail Mission Expansion Plan with letter to congregation database
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	2	Duplicate 5 question survey to put into bulletins

	4	Attend Team Meeting # 3
	5	Attend Prayer Vigil
	5	Input listening visits questionnaire results into database
	6	Attend Dessert Feast
	6	Summarize listening visits questionnaire comments to Pastoral Team
	7	Turn in pledge card
	9	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting
	9	Take minutes at the Critique Meeting

Connection Team

Summary

The Connection Team is responsible for contacting every confirmed member and guest by phone or in person, to update congregation records and to share information about the mission expansion events. The information collected is given to the Secretarial Team to input in the congregation database. This team builds, decorates and staffs an information booth that is used before and after all worship services during the 8 Event Weeks. This team serves during the 8 Preparation Weeks and the 8 Event Weeks.

Key Tasks

- The Secretarial Team provides the Connection Team with a call list and Member Information Forms for every confirmed member and guest in the congregation database.
- Each team member is assigned 20 households from the congregation to contact and complete a Member Information Form. Information is not gathered by mail, e-mail or collected during a worship service. Every contact receives a personal phone call.
- Explain that congregation leaders have decided that we want to personally meet with every confirmed member and guest once a year. Teams of Two will meet for about 30 minutes to cover three topics: 1) ask for ideas how the congregation can improve ministries to the congregation, the community and to the world; 2) share the Mission Expansion Plan for the next 12 months, and 3) ask if there any prayer requests or praise comments that can be given to the Prayer Vigil Team. Record their response on the Member Information Form.
- During the call ask if they would be willing to make 3 listening visits with a partner of their choice or to be paired with another person, or if this year they would just as soon be visited by one of the two-person teams.
- This team builds and staffs an information booth. It is located in a central area and staffed before and after each worship service during the 8 Event Weeks. The booth provides a place for people to ask questions, sign up for events and to pick up or drop off materials. If it is decorated creatively it can add a sense of adventure and excitement to what is being accomplished as you work together!
- This team may be asked to assist the Dessert Team with calls asking people to bring desserts.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Key Skills

The Connection Team Leader will be organized and able to coordinate Team Members and train them to be enthusiastic and persuasive when making the calls.

Suggested Phone Script

Hi _____. This is _____ from _____ Church.

I am part of a volunteer team that is calling the people of our congregation to let them know about some exciting events that will be happening in the next few weeks and also make sure we have your contact information listed correctly. Do you have about 5 minutes to talk?

(If it's a bad time, schedule a time to call back)

At this point fill out the Member Information Form.

Our congregation has decided to have volunteer Teams of Two people see you personally once a year to share information and gather information. They will share our congregation's goals and plans for the future and ask if you have any special requests or prayer concerns and what you appreciate most that our congregation does in the community and world. Your prayer requests will be given to our Prayer Vigil Team, but you may ask that we not use your name if you wish.

These visits are to be informal, about 30 minutes, and we suggest meeting in a restaurant over coffee or a Coke rather than in a home. This is not for fundraising and there will not be any talk about money.

Some people are participating by being on a Team of Two with 1 other person to make no more than three visits. Would you be willing to help as either a Presenter or an Observer? Or for this year would you just as soon be visited by one of the teams?

(If they do not want to be on a visiting team)

Someone on the Listening Visits Team will contact you in a few weeks to schedule a time and place to meet.

(If they will make up to 3 visits)

Someone on the Listening Visits Team will contact you about the details of making your visits.

Note to team members making calls: Please fill in the Call Form on each call completely and accurately. Please start calling ASAP as this team only has two weeks to complete all contacts. Other teams are counting on the information you will gather. Report your call progress bi-weekly to your Team Leader. Contact them right away with questions that may come up that you cannot answer.

Member Information Form

Connection Team Member making contact _____

Date _____ By phone _____ In person _____

Name _____ Spouse/Partner _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Home _____ Work _____

Email _____

Names and ages of minor children _____

Will be on a Team of Two to make 3 listening visits.

Will be a Presenter _____ Observer _____

Will not make visits, but would like a visit by a Listening Visits Team of Two.

Does not want a listening visit because* _____

No longer consider themselves part of our congregation.

See back for other comments about this person.

* Your job is to suggest people meet with someone. If they do not want a visit, make a note of the reason (if they share that information). The Listening Visits and Dessert Team will want this information so they are not called again.

Task Timeline – Connection Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	7	Put RSVP sign up RSVP in bulletin
	6	Select Assistant Team Leader and team members
	6	Report progress at Team Leader Meeting
	5	Complete 40% of Member Information Forms from calls made
	5	Report progress at Team Leader Meeting
	4	Complete 80% of Member Information Forms from calls made
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	3	Complete 100% of Member Information Forms from calls made
	3	Design information booth
	3	Report progress at Team Leader Meeting
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
	1	Prepare schedule to staff booth through Week 8
	1	Complete information booth
	1	Report progress at Team Leader Meeting
	1	Train team on information booth procedures at Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Insure information booth is staffed all worship services
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2

	2	Insure information booth is staffed all worship services
	3	Insure information booth is staffed all worship services
	4	Attend Team Meeting # 3
	4	Insure information booth is staffed all worship services
	5	Attend Prayer Vigil
	5	Insure information booth is staffed all worship services
	6	Attend Dessert Feast
	6	Insure information booth is staffed all worship services
	7	Insure information booth is staffed all worship services
	7	Turn in Faith pledge card
	8	Insure information booth is staffed all worship services
	8	Properly store booth and supplies for future use
	9	Get comments from team members for Critique Meeting
	9	Attend Critique Meeting

Listening Visits Team

Summary

The Listening Visits Team will schedule and supervise Teams of Two to visit every family in the congregation. The purpose of the visit is to get input on how the congregation can do a better job in serving the congregation, briefly explain the congregation, community and world ministry goals for the next 12-months, and ask for prayer and/or praise comments that will be shared at the Prayer Vigil. The visits are about 30 minutes each (1 hour for special leadership visits), very informal and intended to build new friendships. The visits are usually held at a restaurant, not homes and not at the church. This allows for an informal atmosphere that may result in the start of new relationships. Visitation teams are to visit with people they do not know, or do not know well. This team serves during the 8 Event Weeks.

Activity Tasks

A Listening Visits Team of Two consists of a Listening Visits Captain Team of Two and 5 Listening Visits Teams of Two. These 6 Teams of Two will visit 20 families or about 3 visits each.

Listening Visits Teams of Two make 3 visits to different families and meet in a public setting like a coffee shop or restaurant. Do not meet at church, as it does not create an environment that encourages social visiting. Inactive members are scheduled first and active members second. In case you cannot get to everyone, it's important that all inactive members be contacted to attempt to get them more involved.

Pastor, senior staff and selected leadership Teams of Two visit special leaders of the congregation, usually in their homes. They will visit about 10% of the congregation.

Listening Visits Teams of Two complete a Dates Available Form that designates four 3-hour time periods they are available to make visits. (Sample provided in this section).

The Secretarial Team provides a list and listening visits report forms for all confirmed members and guests. The Listening Visits Team Leader assigns about 20 calls to each Listening Visits Captain Team of Two.

Listening Visits Team Captains schedule visits during the times Listening Visits Teams of Two have indicated they are available. If they do not get three families to visit from their initial lists they can request more families to contact for a visit.

A Listening Visits Report is filled out for each visit. A 3 X 5 card can be filled out with each prayer request to be used during the Prayer Vigil. Names need not be added to the prayer cards.

Each person visited receives a copy of the Mission Expansion Plan brochure, and a copy of the Totally Positive Card.

Special leaders visited also receive information on Financial Mission Expansion Plan and if capital funds are needed they will get information encouraging a one, two or three year capital gift above regular giving. Capital giving may be an annual request.

Everyone is informed of the event dates and invited to attend. Those making listening visits are encouraged to wear their Totally Positive wrist band.

Number of Listening Visits Teams of Two

25% of the congregation contacts the other 75% of the congregation families. A congregation of 100 families will want 25 Teams of Two to make listening visits. Take the number of homes and divide that by 4 to calculate your target for the number of Listening Visits Teams of Two you want. Confirmed members and guests on the Visitation Teams of Two are not visited. Their prayer requests, etc. are shared with each other at the Team Meeting # 2.

Listening Visits Questionnaire

Each year a short survey will be taken with three to five questions about how the congregation can increase its effectiveness to families, the community and the world. Questions are selected by the Pastoral Team and the Mission Coordinator.

Automatic Withdrawal Giving

If your congregation encourages an automatic withdrawal of giving, the Listening Visits Teams of Two will be informed how this works, but they are not to talk about it unless asked.

Training Your Listening Visits Teams of Two

During Team Meeting # 2, take all your Listening Visits Teams of Two through a training session where you will have them role play simulating a listening visit. Include all other Team Leaders at that meeting in the training. Talking them through the training helps them see how easy it will be and may encourage them to sign up to assist with making 3 visits. Get every Listening Visits Team of Two to give you 4 dates they can block out 3 hours each on their calendar to make their 3 visits. Don't schedule visits closer than 1 ½ hours apart. Many visits become wonderful times of interaction where the families being visited want to continue visiting.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute "Huddle" meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Task Timeline – Listening Visits Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	6	Select Assistant Team Leader
	5	Report progress at Team Leader Meeting
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	4	Review Mission Manual and watch Training DVD
	3	Report progress at Team Leader Meeting
	2	Get call list and visits questionnaire from Secretarial Team
	2	Report progress at Team Leader Meeting
	2	Select Team Captains
	1	Ask for volunteers at all worship services
	1	Attend Team Meeting # 1
	1	Get lists of members and guests to contact for listening visits
	1	Assign listening visits questionnaire to Captains
		Begin Event Weeks
	1	Schedule 50% of visits by Captains
	1	Assign Listening Visits Teams of Two to Captains
	1	Assign special leader Teams of Two to visit special leaders
	1	Attend all worship services and give a 30 second review of team goals
	1	Encourage Captains to help with finding additional Teams of Two
	1	Confirm Listening Visits Teams of Two will Attend Team Meeting # 2
	1	Report progress at Team Leader Meeting

	2	Schedule 100% of visits by Captains
	2	Attend Team Meeting # 2
	2	Train all Listening Visits Teams of Two at Team Meeting # 2
	3	Complete 50% of listening visits
	3	Report progress at Team Leader Meeting
	4	Complete 100% of listening visits
	4	Attend Team Meeting # 3
	5	Attend Prayer Vigil
	5	Give completed listening visits questionnaires to Secretarial Team
	6	Attend Dessert Feast
	7	Turn in pledge card
	8	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Listening Visits Questionnaire

Listening Visits Team of Two _____ and _____

Date of Visit _____ Time _____ Phone _____

Confirmed member/guest to visit (1 per Questionnaire) _____

Address _____ City _____ State _____ Zip _____

E-mail _____

List prayer requests/praise comments. Explain their use at the Prayer Vigil and that they can be anonymous. Put each request on a different 3 X 5 card. (Have several with you for each visit). Convey urgent requests to the church office by the next morning.

Explain the Totally Positive Wristband Challenge and the Mission Expansion Plan. Leave a Mission Expansion Plan brochure. Wristbands will be available only at the church.

Briefly review the Mission Expansion Plan. Review event dates. Invite them to the Prayer Vigil and the Dessert Feast. Leave the Mission Expansion Plan brochure.

Listening Visits Teams of Two calling on special leaders will also explain and leave literature about confidential financial planning resources. If raising capital expansion money is necessary have literature and explain that request.

Complete questions below and turn this report in to your Listening Visits Team Leader, the church office or the Mission Expansion Booth the same week as your visit.

1. What existing services would you like to see expanded?
2. What new services would you like to see added to the congregation ministries?
3. List any suggestions you would like to see included in Saturday/Sunday worship services?
4. Are there any facility changes or additions you would like to see?
5. Any other suggestions you have for the congregation?

Prayer Team

Summary

The Prayer Team organizes and supervises two separate events. First is a 12 or 24 Hour Prayer Vigil. The congregation is invited to sign up to attend one of the Prayer Hours. Prayer Team Leaders host each hour and lead the group in a variety of suggested prayer activities. The second is a fasting period, encouraging people to fast for the needs of the congregation and the effectiveness of the Mission Expansion Plan. A congregation may design creative guidelines for a fasting challenge. This team serves during the 8 Event Weeks.

Key Tasks

- Decide whether you will run a 12 or 24 hour event.
- Include prayer for the prayer request cards filled out during listening visits.
- Recruit hosts for each of the prayer hours.
- Prepare a comfortable area to hold the prayer vigil. Provide coffee/water.
- Provide a sign-up sheet for the hours of the prayer vigil that can be displayed at the Information Booth before and after worship services.
- Develop and promote a fasting challenge and provide a sign-up opportunity.
- Confirm for the Printing Team what you want printed on cards for your prayer hour schedule. Print cards with a schedule on one side and verses about prayer on the other. (See Sample in this section).
- An option to include is a 1 hour recycling PowerPoint with music background to focus the topics of prayer covered during each prayer hour.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Key Skills

The Prayer Team Leader selected will be passionate about prayer and have the ability to organize and recruit. People skills are required for training Team Leaders during Team Meeting # 3.

This team serves through the Prayer Vigil, but you may enjoy the experience of the Vigil so much that you may want to use this team to run weekly or monthly regular prayer times concurrent with a worship service or as special events.

Task Timeline – Prayer Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Select Assistant Team Leader
	6	Report progress at Team Leader Meeting
	6	Select team
	5	Report progress at Team Leader Meeting
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	4	Review Mission Manual and watch Training DVD
	4	Select location for Prayer Vigil
	3	Complete Team Member selection
	3	Report progress at Team Leader Meeting
	2	Design creative fasting challenge
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Report progress at Team Leader Meeting
	2	Confirm 50% of prayer hour hosts
	2	Attend Team Meeting # 2
	3	Confirm 100% of prayer hour hosts
	3	Plan beverages (coffee and water) for Prayer Vigil
	3	Confirm all prayer hosts will attend Team Meeting # 3
	3	Develop 1-hour PowerPoint for prayer vigil (optional)

	3	Report progress at Team Leader Meeting
	4	Attend Team Meeting # 3
	4	Make copies of prayer host guidelines with verses for all at Team Meeting # 3
	4	Train everyone at Team Meeting # 3 on prayer host guidelines
	5	Attend Prayer Vigil
	5	Report progress at Team Leader Meeting
	5	Supervise the Prayer Vigil
	6	Attend Dessert Feast
	7	Turn in pledge card
	9	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Hourly Prayer Host Guidelines

Review these Guidelines in your training during Team Meeting # 3. You might want to take the whole group through an abbreviated prayer hour.

Guidelines for Each Prayer Hour

Have self-serve coffee and water available when participants arrive early for the prayer hour, or as they leave. If your room is one where beverages are not a challenge, you may allow beverages in the room during the prayer time.

Have instrumental praise music playing softly during each prayer hour or an automatic PowerPoint with music background. Have lighting soft, but bright enough to be able to read prayer sheets easily.

Have a linen covered table, perhaps with lit candles, on which you place the prayer request cards that were collected by the Listening Visits Team. Have several blank 3x5 cards and pens at the table for anyone who wants to add a request. Place the prayer topic lists here. Have enough for those who attend to each take one home.

As a prayer host, you want to arrive at least 15 minutes early for the hour you are hosting. Socialize with others arriving for your hour in the lobby or other waiting area. Encourage them not to move into the prayer area until the top of the hour.

5:00

People enter the prayer area. The Host welcomes everyone as they enter and gives each person a prayer hour schedule (with verses on back). Thank everyone for coming and let them know you'll be leading them through the activities on the schedule.

5:05

Ask everyone to look at the verses on the back of their prayer hour schedule. Explain that you will read each verse (you can invite them to read along out loud). Tell them you'll pause between each verse to provide time for them to contemplate the meaning and prepare their thoughts for prayer. You can read one verse at a time and give everyone about 30 seconds to consider the verse.

5:15

Hand out prayer request cards that were collected by the Listening Visits Team. Each person can be given 10 to 20 cards and told they can come up to the table to exchange cards if they want more. Ask people to spend the next 15 minutes silently praying for the specific concerns. The requests need not have people's names listed.

5:30

Distribute blank 3x5 cards and pens while you collect the prayer request cards. Encourage everyone to list a prayer request for themselves or someone else. Mention we'll be praying for the requests in a couple minutes and they can be written anonymously. Collect them, then read each request aloud and pause for a short time, as the audience silently prays for each request.

5:45

Distribute the prayer topic list and the Mission Expansion Plan brochure. Ask people to go through the list and pray silently for each request area and for the items listed in the Mission Expansion Plan.

6:00

You may close your prayer hour with an audible prayer, or you can just close and thank everyone for coming.

Please stay "on-the-job" until the hosts for the next hour arrive. Keep your schedule fee to remain a 2nd hour if necessary. If hosts for the hour following you are late, call the Prayer Team Leader for their support. Then begin the hour and facilitate until they arrive to take over.

A Selection of Scripture Prayers

PSALM 116:1-2 “I love the Lord because He has heard my voice and my supplications. Because He has inclined his ear unto me, therefore will I call upon Him as long as I live.”

JOHN 9:31 “Now we know that God hears not sinners, but if any man be a worshipper of God, and does His will, He hears him.”

PSALM 66:18 “If I regard iniquity in my heart, the Lord will not hear my prayers”.

1 JOHN 5:14-15 “And this is the confidence which we have before Him, that if we ask anything according to His will, He hears us. And if we know that He hears us in whatever we ask, we know that we have the requests which we have asked of Him.”

JEREMIAH 29:13 “And ye shall seek me, and find me, when ye shall search for me with all your heart.”

ISAIAH 55:6 “Seek ye the Lord while He may be found, call ye upon Him while He is near.”

ISAIAH 65:24 “And it shall come to pass, that before they call, I will answer, and while they are yet speaking, I will hear.”

EPHESIANS 3:20 “Now unto Him who is able to do exceeding abundantly above all that we ask or think, according to the power that works in us.”

PHILIPPIANS 4:6-7 “Be anxious for nothing, but in everything, by prayer and supplication with thanksgiving, let your requests be made known unto God. And the peace of God, which passes all understanding, shall keep your heart and mind through Christ Jesus.”

1 THESSALONIANS 5:17-18 “Pray without ceasing. In everything give thanks; for this is the will of God in Christ Jesus concerning you.”

1 PETER 3:12 “For the eyes of the Lord are over the righteous, and His ears are open unto their prayers.”

JAMES 1:5 “If any of you lacks wisdom, let him ask of God who gives to all men liberally, and upbraideth not, and it shall be given him.”

MATTHEW 7:7-8 “Ask, and it shall be given you; seek, and ye shall find; knock, and it shall be opened unto you; for everyone that asks receives; and he that seeks finds; and to him that knocks it shall be opened.”

JOHN 16: 23-24 “Verily, verily, I say unto you, whatever ye shall ask the Father in my name, He will give it to you. Hitherto have ye asked nothing in my name; ask and ye shall receive, that your joy may be full.”

Suggested Prayer Topics

(Provide this sheet, and the Mission Expansion Plan to each person to use during the last 15 minutes of each prayer hour)

CONGREGATION

Our Pastors and their families

All other Ministry Staff

Congregation Office Staff

Custodial Staff

All the Volunteers

The Children and Youth

Our Super Seniors

The Unity of Our Congregation

COMMUNITY, STATE, NATION

God's Blessing on Community Leaders

God's Blessing on our State Leaders

God's Blessing on our National Leaders

Protection and Wisdom for the President

MISSION EXPANSION

The Mission Expansion Plan

The Mission Coordinator and Team Leaders

The Assistants and Team Members

For Great Attendance at the Events

For United Support from All Participants

12-MONTH GOALS

(See the Mission Expansion Plan for details what to pray for)

Fasting

The following is provided to give you background on fasting that may inspire ideas you will share with your congregation as you challenge them to choose some kind of fast. You can offer a variety of creative fasting ideas people can choose from.

The Discipline of Fasting

Following are excerpts from *Celebration of Discipline* by Richard Foster

What is Fasting?

Throughout Scripture, fasting refers to abstaining from food *for spiritual purposes*. It stands in contrast to the hunger strike, or for health reasons such as dieting. Biblical fasting always centers on spiritual purposes.

Scripture Describes Different Types of Fasts

The Normal Fast This involves abstaining from all food, solid, or liquid except water. In the forty-day fast of Jesus, we are told that “He ate nothing” and toward the end of the fast that “He was hungry” and that Satan tempted Him to eat, indicating that the abstaining was from food, but not from water (Luke 4:2).

The Partial Fast The Bible describes what could be considered a partial fast: that is, there is a restriction of diet, but not total abstention. Although the normal fast seemed to be the custom with the prophet Daniel, there was an occasion where for three weeks he “ate no delicacies, no meat or wine entered my mouth, nor did I anoint myself at all” (Daniel 10:3).

The Absolute Fast There are several examples in Scripture of what has rightly been called an “absolute fast,” or an abstaining from food *and* water. It usually appears as a desperate measure to meet a dire emergency. Upon learning that execution awaited her and her people, Esther instructed Mordecai, “Go, gather all the Jews...and hold a fast on my behalf, and neither eat nor drink for three days, night or day. I and my maids will also fast as you do” (Esther 4:16). Paul engaged in a three-day absolute fast following his encounter with the living Christ (Acts 9:9). Underscore that the absolute fast is the *exception* and would only be engaged in when one has *a very clear command from God*, and then for not more than three days.

Is Fasting a Commandment?

Nowhere in Scripture do we find Biblical laws that require regular fasting, nor do we find a direct command to fast. What we do find are examples of many Biblical persons to whom fasting was a regular part of their lives: Moses the lawgiver, David the king, Elijah the prophet, Esther the queen, Daniel the seer, Anna the prophetess, Paul the apostle, and Jesus Christ the incarnate Son.

Many of the great Christians throughout church history fasted and testified to its value. Among them were Martin Luther, John Calvin, John Knox, John Wesley, Jonathon Edwards, David Brainerd, Charles Finney, and Pastor Hsi of China.

Jesus gives instruction on fasting in the Sermon on the Mount. He states: “And *whenever* you fast, do not put on a gloomy face as the hypocrites do” (Matthew 6:16). Jesus did not say “*If* you fast,” neither did He say “You *must* fast.” He seemed to make the assumption that people would fast, and just wanted instruction on *how* to do it properly.

The Purpose of Fasting

Fasting centers on God It draws us closer to God, where we will experience a deeper relationship with Him. Like Anna in Luke 2:37, we will be “worshipping with fasting.”

Fasting reveals the things that control us We tend to cover up what is inside us with food and other good things, but in fasting these things surface. If pride controls us, it will be revealed almost immediately. David said, “I humbled my soul with fasting” (Psalm 69:10). Anger, bitterness, jealousy, strife, fear - if they are within us, they will surface during fasting. At first we will rationalize that our anger, for example is due to our hunger. We will then discover that we are angry not because of our hunger, but because the spirit of anger is within us. We can rejoice in this knowledge because we know that healing is available through the power of Christ.

Fasting helps us keep our balance in life How easily we begin to allow nonessentials to take precedence in our lives. How quickly we crave things we do not need until we are enslaved by them. Paul wrote: “All things are lawful for me, but I will not be enslaved by anything” (I Cor. 6:12). “I pommel my body and subdue it,” (I Cor. 9:27). David wrote, “I afflicted myself with fasting” (Psalm 35:13). That is not asceticism; it is discipline—and discipline brings freedom.

How to Have a Spiritual Fast

Purify your motives The purpose of a spiritual fast is to focus upon and worship God, not to lose weight, go on a hunger strike, save money on food, etc.

“And whenever you fast, do not put on a gloomy face as the hypocrites do, for they neglect their appearance in order to be seen fasting by men. Truly I say to you, they have their reward in full. But you, when you fast, anoint your head, and wash your face so that you may not be seen fasting by men, but by your Father who is in secret; and your Father who sees in secret will repay you,” (Matthew 6:16-18)

Begin with a partial fast. It is wise to learn to walk well before we try to run. Many people find that beginning with a twenty-four hour fast from lunch to lunch works well. This would mean that you would not eat two meals. Fresh fruit juices are excellent to consume during this time. You may be fascinated with the physical aspects, but the most important thing to monitor is the inner attitude of worship. Outwardly you will be performing the regular duties of your day, but inwardly you will be in prayer, adoration, song and ministry to the Lord. Break your fast with a light meal of fresh fruits and vegetables and a good deal of inner rejoicing.

Progress to a twenty-four hour normal fast Use only water, but use healthy amounts of it. You will probably feel some hunger pains or discomfort before the time is up. That is not real hunger; your stomach has been trained through years of conditioning to give signals of hunger at certain hours. Tell your stomach to calm down and in a brief time the hunger pains will pass. You are the master of your stomach, not its slave.

Fasting can have a powerful impact on your spiritual life. Consider a regular discipline of fasting one day a week for six months. Regular or weekly fasting had such a profound effect in the lives of early church leaders that some sought to find a Biblical command for it. John Wesley refused to ordain anyone who did not fast every Wednesday and Friday.

Dessert Feast Team

Summary

The Dessert Feast Team plans and implements the Dessert Feast and make calls to schedule people to bring desserts. This is an event for everyone in the congregation from youth to confirmed members and guests. The purpose of this event is to have fun, involve as many people as possible, and for everyone to hear once again the congregation's Mission Expansion Plan. Of course participating in the largest selection of desserts most people have ever seen in one room is definitely a positive. The Mission Coordinator and the Promotion Team are responsibility for 20 or 30 minutes of this event. The Dessert Feast Team serves during the 8 Event Weeks.

Key Tasks

- Call all members and guests (usually the ladies) to invite them to attend with their families and to ask them to bring a dessert. Start with inactive members first as they are the most important to try to get involved. The Connection Team may be called on to assist with these calls in order to reach every family.
- Ask those bringing desserts to have them in an attractive display dish.
- Arrange an attractive room for the Dessert Feast Event.
- Provide a skit for worship services promoting attending the dessert feast.
- Have a signup sheet at the Connection Booth for people to sign up to attend and indicate if they plan to bring a dessert.
- Decorate the room consistent with your theme.
- Consider putting together a Dessert Book of receipts.
- The Presentation Team handles the presentation at the dessert event.
- Provide child-care for children up to 12 years of age. Teenagers may attend the Dessert Feast or they may help with child-care.
- Accept each dessert as they arrive and record the name and contact information of the person bringing the dessert.
- Make a 3 X 5 card with the name of the dessert and the name of the person that brought it and place it next to that dessert.
- Keep a list of inactive people that brought desserts. Someone on the Dessert Feast Team can call them in 30 to 60 days of the dessert feast and personally invite them to some special congregation event they might be interested in attending.
- Coordinate a clean-up plan.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute "Huddle" meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Key Skills

The Dessert Feast Team Leader is responsible for seeing that the event is a well-organized, impressive event. It is helpful if they have experience in catering or putting on dinners or banquets. Organizational skills are also important. This team serves through the Dessert Feast event.

Things to Keep in Mind

The Dessert Feast is intended to create additional enthusiasm for the new congregation ministry goals to build increased unity among the congregation.

Start the recruitment effort three weeks before the Dessert Feast. Begin an aggressive sign-up campaign for those who will be attending. Explain that you will want an accurate attendance count to prepare food and adequate seating for everyone. Promote attendance on the listening visits, in announcements at worship services, in the bulletin, and possibly send an invitation and reply card in a mailing.

Have ushers distribute a simple sign-up card for people to commit to attend the Dessert Feast. Have the completed cards put in the offering plate. This is usually more effective than having people sign-up at the information table.

Parents have the option of bringing children 13 years old and up. Be sure to provide child-care for everyone age 12 or younger. Have a place on the RSVP cards where parents can list the number and ages of children that will want child care.

Sample Invitation

Hi (Mary), I'm (Sally Smith) from (Grace Church) and I'm on a fun team to help put on a Dessert Feast. It will be in the (fellowship hall at 4:30 pm. on Sunday, October 15). We expect to have more desserts than most people have ever seen in one room. This is a free event and we will not even be taking an offering. Teenagers are welcome and child-care will be provided for children 12 and under.

I'd like to invite you and your family to attend but I have another request. My job is to find at least half-a-dozen ladies that would make their most famous dessert and bring it to the feast. Would you be willing to bring a dessert?

Can we put you and your family down to attend? May I have the ages of any children you would like to bring with you?

(If bringing a dessert) Please have your dessert to the church 30 minutes before the event so the team has time to attractively display it.

Thanks so much for your help.

Suggestion RSVP Card

We will definitely attend the Dessert Feast in the
Fellowship Hall on Sunday, October 15, 2014 at 4:30PM

_____ Check if you will be bringing a dessert

(Please have dessert at church 30 minutes early)

Names of adults and youth attending the Dessert Feast

Address _____

City _____ State _____ Zip _____

Phone# _____ Cell # _____

e-mail _____

Child-care requested for _____ children

Children's ages: _____

Desert Feast Procedures and Room Setup

1. Select a cozy room large enough to accommodate the expected crowd. Teenagers and above are welcome to attend the dessert buffet. Set tables so everyone can see the dessert area.
2. Be sure there are a variety of non-sugar desserts and set them in a separate section of tables. It is most impressive to set tables in one long line with about three-feet between each table to allow people to move from side to side.
3. Use table covers, cloth if possible. Decorate the tables with candles, flowers, etc. You can put books under some areas of the table covers to set desserts at different levels. Have low-lighting during the dessert portion of the evening. Bright lighting is necessary during the presentation portion for good eye contact.
4. Meet everyone bringing a dessert and get their name, address and phone.
5. Place a 3 X 5 card by each dessert listing the name of the person brought that dessert and the dessert name. Consider having people bring the recipe. Some congregations produce a dessert recipe book after the event.
6. During the dessert feast have everyone who brought a dessert stand up for a big round of applause. Many of the ladies, and maybe a few men, that brought desserts will be inactive members of the congregation. It is important they realize they are much appreciated.
7. Provide drinks, paper or plastic plates (full size, not tiny), forks and napkins.
8. Have coffee, water and possibly punch available for people when they arrive.
9. Ask people not to start eating the desserts until the okay is given. This will allow more people to see the impressive display of sweets.
10. Ask people bringing desserts to arrive up to 30 minutes early. Have team members on hand to take their desserts and place them on the tables.
11. Prepare name tags with large letter 1st names. Have extra at the event for those who didn't RSVP. Have a welcome team greet those who arrive and give them their name tag.
12. Plan for as many desserts as you think are necessary. It will be very impressive and an event the congregation will look forward to each year.
13. Allow people to "help themselves" to the desserts of their choice. Do not serve them. Allow guests to serve themselves from both sides of the tables.
14. Have music softly playing in the background during the dessert time.
15. Have the Mission Expansion Plan brochure at the tables for everyone to see.
16. The Presentation Team will handle the presentation part of the event. The schedule for that portion is listed in Presentation Team part of this Mission Manual.
17. Coordinate with the Presentation Team in assigning the area where they will put on the presentation. They will want good lighting, a sound system and video production equipment.
18. Within 30 to 60 days after the dessert feast, every "inactive" lady that brought a dessert can be called by a Dessert Feast Team member, preferably the person that invited them to bring a dessert. They can then be invited be their guest at a congregation event of interest to both of them. This might be a ladies brunch, church concert, etc.
19. You may want to box up some of the left-over desserts and deliver them to organizations like nursing homes, homeless shelters, fire departments, etc.

Task Timeline – Dessert Feast Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	7	Review Mission Manual and watch Training DVD
	6	Report progress at Team Leader Meeting
	5	Select Assistant Team Leader
	5	Report progress at Team Leader Meeting
	4	Read Stewardship book provided by HealthierChurch.org
	4	Select team members
	3	Complete selection of team members
	1	Attend Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Set goal for number of desserts requested
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	2	Recruit childcare team
	2	Complete plan for decorations
	2	Plan room set-up – tables, chairs, food display, stage, etc.
	3	Contact 50% of people wanted to bring desserts
	3	Report progress at Team Leader Meeting
	4	Attend Team Meeting # 3
	4	Complete plan for beverages to be served
	4	Contact 100% of people wanted to bring desserts
	5	Attend Prayer Vigil

	5	Get RSVPs from information booth results and Staff
	5	Contact people for more desserts if necessary
	5	Report progress at Team Leader Meeting
	5	Tally dessert RSVPs
	6	Lead Dessert Feast
	6	Report progress at Team Leader Meeting
	7	Turn in pledge card
	9	Get comments from team members for critique
	9	Attend the Critique

Community Events Team

The Community Events Team researches area events that will be taking place over the next 12 months and schedules several in which the congregation can be involved. These are events such as parades, civic celebrations, fairs, etc. Exposure at public events builds concern for your community and positive name recognition for your congregation.

Contact the Chamber of Commerce, the newspaper or other organizations for information about events in your area for the next 12 months, and select several events in which you can participate.

Consider one major event a year to be held at the church and/or the church grounds - Something that is free for the community that will be inspiring and fun to attend. Promote the event with traditional methods of media and mailings, but also consider having congregation volunteers going door to door to drop off invitations. The personal contact is worth the effort. If no one is home leave the invitation on the door.

Involve adults, youth and children in community activities where possible.

Acts 1:8 Ministry is an international ministry that has an inexpensive, effective for providing ideas about acts of Christian kindness to your community. This is an excellent way to involve your congregation youth and adults as they provide a community witness for the Lord and good publicity for your congregation. To contact this organization for more information go to www.acts18.org, or you can call 920-494-2289.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Key Skills

A background in planning and managing events is helpful. It is helpful if this person is creative in finding ways to involve congregation members and guests in events. Enthusiasm that will inspire involvement of team members will be an asset. And people skills are essential because of the lead role this person will play connecting with the community. You also want someone with a commitment to excellence. You want any presentation of a float, booth, etc. to be done with excellence.

This team serves all year.

Task Timeline – Community Events Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	6	Select Assistant Team Leader
	5	Report progress at Team Leader Meeting
	4	Read Stewardship book provided by HealthierChurch.org
	4	Review Mission Manual and watch Training DVD
	2	Select Team Members
	1	Attend Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	2	Attend Team Meeting # 2
	2	Present draft of plan to Mission Coordinator for 6 events or more
	3	Report progress at Team Leader Meeting
	4	Attend Team Meeting # 3
	4	Present final plan of events for Pastoral Team approval
	5	Attend Prayer Vigil
	5	Report progress at Team Leader Meeting
	6	Attend Dessert Feast
	6	Report progress at Team Leader Meeting
	7	Report progress at Team Leader Meeting
	7	Turn in pledge card
	8	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Guest Welcome Team

Summary

The purpose of this Team is to welcome first-time congregation guests and to communicate that the congregation family cares about them. All guests receive a prompt visit to drop off a special gift from a congregation Welcome Team of Two. This follow-up of guests is an effort that will be on-going. It will build participation by encouraging guests to return. This Team will serve all year.

There are various approaches that can be used for effective follow-up.

- Consider giving guests an attractive welcome packet and possibly a 5-minute DVD summary of the congregation's Ministries
- Ask them to fill out a simple contact information form during your worship service.
- Consider a 10 minute reception with coffee and cookies immediately following each worship service. Have some members of the Welcome Team greet them.

Have Team of Two drop off a gift at the guest's home as soon after they attend as possible. The same day is the best. The gift will not be mailed or given out at the church. The visit speaks volumes of your love for them as individuals. By your effort you show that they are more than just another number in your attendance records. A fruit basket, homemade cookies, a loaf of bread or a large coffee mug with the congregation name filled with wrapped hard candy are examples that work well. The gift becomes the main reason for the visit, and to welcome them to attend again. The representatives from the congregation do not ask to come in, but may if invited.

Route deliveries effectively, so that the congregation representatives that are dropping off the gift near the area where they themselves live.

All Guest Welcome Team Members will fill out a report on the date, time, and name of whom received the gift any other information you feel is important.

A welcome letter from the Senior Pastor goes out to all guests the week after their visit.

It is suggested that Team Members be Teams of Two or couples of various ages. And for propriety and security always send a pair (not an individual) on a delivery.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute "Huddle" meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Team Leader Key Skills

The Team Leader selected will be well organized, dependable and sociable.

Task Timeline – Guest Welcome Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Report progress at Team Leader Meeting
	5	Select Assistant Team Leader
	5	Read Stewardship book provided by HealthierChurch.org
	5	Report progress at Team Leader Meeting
	5	Review Mission Manual and watch Training DVD
	5	Select team members
	4	Report progress at Team Leader Meeting
	4	Send draft of guest welcome plan to Mission Coordinator
	3	Report progress at Team Leader Meeting
	3	Start development of guest follow-up plan
	2	Report progress at Team Leader Meeting
	2	Get approval of guest welcome plan by Pastoral Team
	1	Attend Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Supervise follow-up of all first time guests
	2	Attend Team Meeting # 2
	2	Implement guest appreciation follow-up every week
	2	Supervise follow-up of all first time guests
	3	Supervise follow-up of all first time guests
	4	Attend Team Meeting # 3
	4	Supervise follow-up of all first time guests

	5	Attend Prayer Vigil
	5	Supervise follow-up of all first time guests
	6	Attend Dessert Feast
	6	Supervise follow-up of all first time guests
	7	Supervise follow-up of all first time guests
	7	Turn in pledge card
	8	Supervise follow-up of all first time guests
	9	Supervise follow-up of all first time guests
	9	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

School Team

Students and alumni from parochial schools are a great group to support school and church expansion plans. It works well to provide a specific funding need for the school or church that is specifically presented to the alumni as a project they sponsor.

If not already doing so, send regular information to alumni to keep them informed about school and church events.

Ask alumni to send back a short note or testimony of how their time at your school has helped them in life. Send a return stamped envelope for them to reply.

Each mailing contains an expression of appreciation for all alumni who are helping support the ministry of the school. And every mailing can have a return envelope, but it is not necessary to attach postage.

Plan a way to acknowledge alumni through a plaque or other recognition for their completion of the project they fund.

Important Meeting Detail: All Team Leaders and Assistant Team Leaders will meet for a 10 minute “Huddle” meeting after Sunday worship from Preparation Week 7 through Event Week 7. Three full meetings are held in Preparation Week 1, Event Week 2 and Event Week 4. Wear your name tags. Be sure to let your Mission Coordinator know if you will miss a meeting.

Key Skills

It is a good idea that the Team Leader for the School Alumni Team be an alumnus from the school with a desire to see the church and school expand its ministries.

This Team Leader serves all year.

Task Timeline – School Team

X	Week	Task
		Begin Preparation Weeks – Countdown to Event Weeks
	6	Select Assistant Team Leader
	6	Report progress at Team Leader Meeting
	5	Report progress at Team Leader Meeting
	5	Select team members
	4	Send draft of school project to Mission Coordinator
	4	Read Stewardship book provided by HealthierChurch.org
	4	Report progress at Team Leader Meeting
	4	Review Mission Manual and watch Training DVD
	3	Report progress at Team Leader Meeting
	3	Get school project approved by Pastoral Team
	2	Report progress at Team Leader Meeting
	1	Attend Team Meeting # 1
		Begin Event Weeks
	1	Attend all worship services and give a 30 second review of team goals
	1	Report progress at Team Leader Meeting
	2	Attend Team Meeting # 2
	2	Develop an alumni mailing list
	4	Attend Team Meeting # 3
	5	Attend Prayer Vigil
	6	Attend Dessert Feast
	7	Turn in pledge card
	9	Get comments from team members for Critique Meeting
	9	Attend the Critique Meeting

Facilities Team

Many congregations already have a Facilities Team. It might be called the Properties Committee or the Trustees. The concept of a Facilities Team substantially increases the importance and the scope of this ministry. The following are suggested functions for this team:

- Audit the church facilities annually
- Arrange for all repairs to give the facility “curb appeal” that is fitting for the King of Kings.
- Anticipate and envision future facilities needs for the congregation in remodeling, expanding, relocating or building new facilities. This is all done without taking responsibility for implementing the plans. The plans are to be recommended to the congregation and implemented by an independent task force, such as a “Building Committee” or an “Organ Fund.”

For major facility development, it is necessary to have a separate fund raising project manager and team who will design a contextual timetable. It may or may not be important to have an outside fund-raising consultant for this project.

Instead of a timeline, this team meets as needed.

Planned Giving Team

A Planned Giving ministry is vital for any congregation wanting to become and remain sustainable. The rationale for Planned Giving is not to be limited to the Mission Endowment Fund, even though this is a good foundational starting point for all Planned Giving.

Additional planned giving ministry areas can be expected to use professionals in planned giving. Annual Mission Expansion plans by congregations are beyond budget funding and are often labeled “Special Missions.”

It is recommended that funding be made available through grant writing. Partnership Grants are attractive but are limited to matching grants and a process for future internal funding is always needed at the end of the grant period.

Instead of a timeline, this team meets as needed.

Charitable Giving and Estate Planning

Select a reputable, professional financial planner that will provide free advice to members and guests about various federal tax benefits of charitable giving. Meeting with a financial planner will be confidential and at no cost to them or the congregation.

Anyone with assets of stock, real estate or other investments will have periodic reviews of how to best manage their estates. In some cases people can make charitable gifts to the congregation that actually cost them nothing because of matching tax savings.

Matching Gifts

Another resource to not overlook is a corporate matching gift of area employers. Some companies will match gifts an employee makes to their congregation. These are usually limited to one gift per year. In this case participants can consider combining their annual giving in a single gift up to the employer’s limit.

Partnership Team

Many congregations do not have the capacity to access professional services for congregation renewal. Congregations of all sizes are encouraged to sponsor or collaborate with other congregations, regardless of statistical size.

Where partnerships are developed, congregations prepare guidelines for combined planning and organizing in the same venue, yet allowing for separate breakout sessions and contextual application. Sponsoring congregation may have some tangible benefit.

It is strongly recommended that congregations develop a partnership agreement that includes a significant investment by all sponsored congregations.

Instead of a timeline, this team meets as needed.

Year Two and Beyond

Critique at end of 8 Event Weeks

Evaluate entire group, team by team. Determine what went well and what can be improved.

Review teams to be added next year and teams to be modified or deleted.

Have your teams that operate all year long give a report on their upcoming plans:

- All Promotion Teams -Newsletter -Website -Printing -Media -Presentation
- It is especially important that the Presentation Team is ready for the first monthly report
- Community Events Team
- Guest Welcome Team
- Secretarial Team

Determine Kick-Off Sunday date for next year _____

List the Assistants that are willing to assume a Team Leader role in Year Two.

Thank everyone for serving.

Timeline before Next Year's Kick-Off Weekend

Follow your Mission Manual timeline, but it is recommended you consider starting your Vision Planning 12 weeks before Kick-Off. Having some extra time to review your goals will be appreciated and you can get your Mission Expansion Plan brochure completed well ahead of schedule.

In Year Two and beyond you can gather vision planning information from the congregation in one meeting instead of two. However, some congregations like having two meetings.

You may reproduce this Mission Manual for use by your congregation. HealthierChurch.org upgrades the content of this manual as needed.

Future HealthierChurch.org support is available free by phone, e-mail and on from our website. Contact us anytime. On-site meetings/training and additional materials are available for a reasonable fee. Contact us at 816-806-9170 or www.HealthierChurch.org.