

EVERYDAY EVANGELISM (EV2) ADMINISTRATOR NOTES

Preparing for a new semester

As soon as you know when you will be starting, you need to determine the dates, put them on the church calendar and make meeting room reservations if necessary. Remember a Share Your Faith Workshop is strongly recommended prior to the start of your Ev² class.

Three months before you start:

- Determine leadership responsibilities, including, facilitator, trainers, prayer coordinator, administrator, record keeping, etc.
- Begin a promotional campaign with regular mailings, notices in church publications, announcements in worship services and post on the church website and bulletin boards.
- Organize kickoff Share Your Faith Workshop. Trained EE Teachers are available to assist you with hosting Share Your Faith Workshops. www.syfonline.org for information on how to arrange an EE lead SYF Workshop in your church. You can also call Susan at (954) 465-2236

Six weeks before you start:

- Order materials (see page 6 of this manual).
- Don't forget teaching helps such as PowerPoint[®]
- Select a variety of seasoned and newer EE participants to give testimonies at worship services and small groups, such as men's ministry, or women's ministry. Ask other churches that use the Ev² materials if someone could give a testimony during one of the above. Call Sandy or Susan at (954) 491 – 6100 for information about local EE representatives or other speakers.
- Give your trainers the names of prospective new students (such as new church members) and copies of Partners in Equipping booklets to distribute accordingly.
- Contact people responsible for child care, meeting room setup, food service, building security, etc. and ensure all arrangements are in place for the kickoff SYF workshop and Ev² semester.

Two weeks before you start:

- As best you can – order your materials for the Share Your Faith kickoff workshop and the 7-week Everyday Evangelism training semester. You might also want to:
- Make Calendar of Ev2 semester units and dates, noting special events (page 7 of this manual)
- Plan classroom layout, ensuring good visibility of projection screen. It is highly recommended that round tables be used to promote discussion (page 8 of this manual)
- Check all equipment – projectors, microphones, etc. and have replacement bulbs and batteries on hand.

Administrator Suggestions

Ahead of Time

- Communicate with Facilitator and Prayer Coordinator frequently to understand responsibilities
- Arrive at least 15 minutes early for regular semester training and 45 minutes for SYF kickoff.
- Make sure room is properly set up and all materials required for the session are in place.
- If appropriate, oversee setting up of refreshments. Set up away from teaching area.
- Record attendance as students arrive.
- Make sure visitation packets have been restocked and appropriate visitor information is recorded (sample packet on page 9).

Class Time

- Assist Facilitator in completing teams with substitutes. Have a list of substitutes ready to contact if needed. Prayer Partners typically are good for this.
- Be available to assist Facilitator as needed, and to help students with any questions or requests they may have.

OJT Time

- If necessary, set up the room for discussion after OJT activity (record prayer and praise for Prayer Coordinator).
- Provide baskets for receiving OJT activity visitation cards and used visitation packets.

OJT Activity Discussions

- If appropriate, assist teams in completing visitation cards.

After the Session

- Record all information as appropriate: Gospel presentations, professions of faith, visitation information for the church, prayer and praise requests, and next steps. These are records that we have found some churches like to keep.

Maintenance

- Straighten up the room as appropriate, turn off the lights and lock the door.

Record Keeping

Minimum Information for Maximum Results

An efficient record keeping system needs only enough information for your church to properly disciple new believers, and fold them into your church. The purpose of record keeping is to ensure details don't fall through the cracks. Who did we visit, when, what were the results and how can we pray, are all good details to track for your church and Ev² semester.

Who can do this

A small, new Ev² group will not require much, but as your group grows, better records will need to be kept. If you discipline yourself now, as your group grows, it will be easier later. The administrator must be detail oriented, with appreciation for dotting the "i's" and crossing the "t's." Familiarity with Ev² is a plus.

Procedures

Some ideas that work from other churches:

For on-the-job training activities, you may want to utilize your church's method for identifying visitors, such as visitor cards, friendship book, etc. Ask your pastor if you can set up visits with church visitors for your OJT activities. You may be required to make maps of the area (Mapquest, google maps, etc) giving driving directions to team members. You may be asked to record OJT activity results which will require data from your teams' visits. To help facilitate good record keeping, some churches use visitation cards (a sample is found on page 10). The extent to which you record data is up to you and your leadership. We have found that more is better than not enough.

At the end of your semester, please consider sending EE a note. We enjoy hearing how God is working through your ministry. You can email your note to Sandy Nicolosi at snicolosi@eeworks.org. We appreciate hearing how God touched the hearts of your students, as well as some semester stories. If you have pictures, that is even better.

Facilitator Suggestions

Do not lecture. The new authentic learning and teaching style is quite a shift from the old linear “lecturing.” Sit on a stool and be part of the discussion, but don’t dominate it. There will be times when you will need to take charge, but this should not be more than 20% - 30% of the time.

Role Play – each week you should role play the portion of the outline pertinent to the session, or use the appropriate video segment on the teaching DVD. Make sure to give ample time for the students to practice. Remember – concept is more important than content. Let them personalize their outlines.

Timeline for typical Ev² session

Minutes	Item
5	Opening prayer, worship song
25	Discuss session devotion and session material
15	Role Play and Practice
60	On-the-Job Activity
15	OJT Activity discussion
5	Assign next week’s devotion, pray, dismiss

It is important to let the Spirit lead your discussions and OJT activities. This is only a suggested timeline. Do be respectful of your students’ time (especially if they have small children or have an early morning commute to work).

Prayer Coordinator

Evangelism without prayer is presumption

The most effective ministries are those ministries covered in prayer, and evangelism is no exception. To this end it has been suggested that churches adopt a Prayer Coordinator dedicated to the Ev² training.

Who can do this

Anyone who has shown a passion (exemplified by their personal prayer life) for supplication. Familiarity with Ev² is a plus.

Procedures

Some ideas that work from other churches:

Communicating with the Administrator and Facilitator is important. Connect with the prayer partners during the training semester. Each student and Facilitator is to have at least 2 prayer partners each semester. Each student and Facilitator is to pray with their prayer partners once each week. It has been suggested the Prayer Coordinator get together with the prayer partners for additional prayer each week, keeping the prayers specific to the Ev² training. Encourage every student to get their prayer partners and plan and facilitate a Prayer Partner support night. Creating a Warriors Watch Prayer Room is what some Prayer Coordinators are doing around the country.

Prayer Partner Night – bring all the prayer partners together during 1 training night. Sit in on the classroom time, pray while the class is out on OJT, and sit in on the discussion after the OJT activity.

Warriors Watch Prayer Room – create a comfortable room dedicated to prayer. An altar, bulletin board, comfortable chair, Bible, and lamp are some of the things that have been used to make this room truly special. A data system to record prayer requests and a method / schedule to pray are two very important additional elements. Assign team members specific times to pray, and don't forget to journal.

Suggested Materials Order

Suggested Materials Order

Listed below is a minimum order. Quantities will need to be adjusted depending on how many return for additional training, i.e. trainers.

Your teaching will be greatly enhanced by using the PowerPoint® DVD.

You will find each of these items at www.eeworks.org/store

Kickoff Share Your Faith Workshop:

For the facilitator: there are three ways to facilitate a Share Your Faith (SYF) Workshop. The first way is to use the **SYF WORKSHOP TEACHING KIT**. This kit includes actual teaching DVDs requiring little or no instruction from the facilitator. The second way is to use the **SYF POWERPOINT DVD-ROM**, (The Fisherman and Harvest videos are embedded in this DVD) that will require instruction from the facilitator. Using the second method you may also want to purchase the **SYF TEACHER'S MANUAL**.

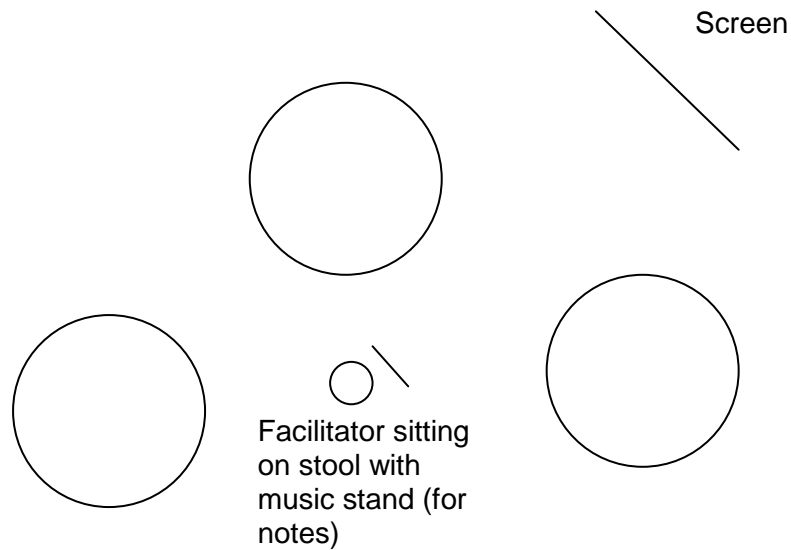
For the student: Regardless of which way you decide to teach, each student will require a **SYF STUDENT HANDBOOK**, a **SHARE YOUR FAITH PRESENTATION BOOKMARK** and **ETERNITY IN YOUR HAND** tract. The third way is an EE staff lead workshop at your church. Call Susan at (954) 465-2236 for details.

Everyday Evangelism 7 week semester

For the facilitator: Currently there is no Teacher Manual, DVD or PowerPoint. These items will be available soon.

For the student: Each student will require 1) **EVERYDAY EVANGELISM STUDENT KIT** and 2) **PARTNERS IN PRAYING** booklets. Other items that will be necessary, but purchase amounts would be subject to the size of your class. It is suggested 1 each of **PARTNERS IN EQUIPPING** and **PARTNERS IN FRIENDSHIP** be purchased for each student. **PARTNERS IN GROWING** is used for immediate follow up during an On-the-Job Training activity and is recommended 2 or more per student. For On-the-Job training activities you may also need **QUESTIONNAIRE PADS** and pocket size **GOSPEL OF JOHN**. **GROWING STARTS HERE BIBLE STUDY** is a first step Bible study for a new Christian; you may want several on hand at the start of each semester. We have found the **DO YOU KNOW FOR SURE** tracts are used up very quickly; we recommend you buy sufficient quantities as required. It is always better to have too much than not enough. You can always use "left overs" for future training semesters.

	Date	Topic	Special
SYF workshop		Kickoff event	
Session 1		Connecting and Caring	OJT with church members
Session 2		The Gospel: Grace	(2) Prayer Partners recruited
Session 3		The Gospel: Man	
Session 4		Sharing Your Story	
Session 5		The Gospel: God & Christ	
Session 6		The Gospel: Faith	
Session 7		Commitment & Follow-up	End of Semester



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- Number of students will determine tables and room arrangement.
 - Do not teach in the linear fashion, where the teacher stands in front of the classroom lecturing. Promote discussion using round tables. If round tables are not available, place two rectangular tables together so students can sit on either side.
 - Teacher should facilitate rather than the dominate voice being heard.
 - If tables are not available, arrange the appropriate number of chairs in a circle.

Visitation Packets

Each team needs a visitation packet for OJT

The minimum to be included:

Visitation cards and / or questionnaires with addresses or locations.

- Area Map
 - Google, Yahoo, or Mapquest can give exact directions
- Do You Know For Sure tracts
- Gospels of John
- Partners in Growing booklet(s)
- Questionnaire pads
- Church information materials
- A pen

You will also need a small “zip bag” or something comparable to hold these items. Don’t bring the “zip bag,” holding everything, into your destination. Take what you think you’ll need and leave the rest in the car.

Sample Visitation Card

Visitation Cards

Consider including the following information.

- Name, address, phone number and approximate age
- Family information, marital status and children
- Church background
- Occupation
- Date of first visit to church and a place to record future visits
- Source of prospect: church visitor, referral, Sunday school, questionnaire
- Visitation team members' names
- Answer to the two diagnostic questions
- Parts of Gospel presented
- Result of visit: profession, rejection, already Christian

EE VISITATION CARD	
Name: _____ Spouse: _____	Visitation Dates
Address: _____ Apt. No.: _____	Date 1 _____
City: _____ ST: _____ Zip: _____	Date 2 _____
Home Phone: (_____) _____ Work Phone: (_____) _____	Date 3 _____
Children's names/ages: _____	
Church background: _____	Team Members
Visited our church: date _____ date _____ date _____	_____
Source of prospect (visitor, questionnaire, Sunday School, etc.): _____	_____
Answer to Diagnostic Questions: Q1 _____	_____
Q2 _____	
Parts of Gospel Presented: C&C, G, M, G, C, F, Commitment, Immediate Follow-up	Use the back of this card for additional comments
Result: _____	
Comments: _____	

Sharing Your Testimony

Childhood Conversion Testimony Worksheet

Part 1 - I'm glad I know that I have eternal life because

(compose this sentence with one positive benefit of eternal life i.e., peace, security, purpose)

Part 2 - Illustrate this positive life concept with a specific story from your life.
(use descriptive language)

Part 3 - Always conclude your testimony by stating that you know for sure that you have eternal life and are going to heaven when you die.

Transition: "May I ask you a question?"

Sharing Your Testimony

Adult Conversion Testimony Worksheet

Part 1 - the "BEFORE"

- State in a sentence one negative concept of what you were like before you received eternal life.
 - Example: Before I received eternal life I was afraid of death.
- Illustrate that concept with a story out of your life experience.

Part 2 - State that you received eternal life.

Part 3 - the "AFTER"

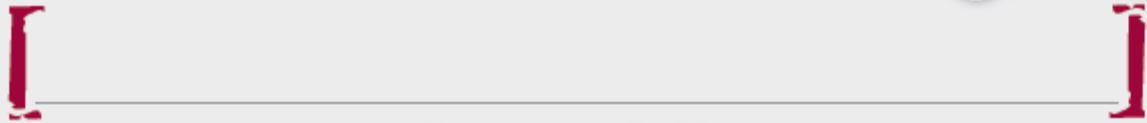
- State in a sentence one positive result of receiving eternal life.
This is the opposite of the "BEFORE"
 - Example: "Now that I have eternal life I no longer fear death."
- Illustrate this positive concept with a story from your life experience.

Part 4 - Always conclude your testimony by stating that you know for sure that you have eternal life and are going to heaven when you die.

Transition: "May I ask you a question?"

YOU ARE THE LIGHT OF THE WORLD! Matthew 5:14

ev²

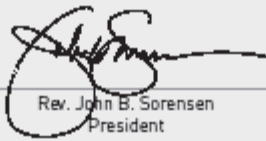


Successfully
Completed ev² Leadership Training

Date

Location

EE Teacher/Trainer



Rev. John B. Sorensen
President

Dr. D. James Kennedy
Founder

ev²er²yday
ev²angelism

When people are effectively trained to share their faith, they will do so regularly, with great joy, and wonderful results.

This downloadable certificate is available at: certificate.eeworks.org. Just follow the instructions and when you hit print, the name, date, location, and EE Teacher / Trainer will automatically fill in. Size is approximately 8 ½ x 11.

