

Everyday Evangelism

ADMINISTRATION NOTES FOR A SEMESTER OF EVERYDAY EVANGELISM

Preparing for a new semester of Everyday Evangelism

As soon as you know when you will be starting, you need to determine the dates and put them on the church calendar and make meeting room reservations if necessary. These notes assume you have completed a Share Your Faith Workshop prior to the start of your Everyday Evangelism class.

Three months before you start:

- Determine leadership responsibilities, including, facilitator, trainers, prayer coordinator, administrator, record keeping, etc.

Six weeks before you start:

- Order materials.
- Select a variety of seasoned and newer EE participants to give testimonies at worship services and small groups, such as men's ministry, woman's ministry. Ask other churches' that use the Everyday Evangelism materials if someone could give a testimony during one of the above. Call the EE USA Training Dept. Administrator at (828) 490-9064 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 childcare, meeting room setup, food service, building security, etc. and ensure all arrangements are in place for the Everyday Evangelism semester.

Two weeks before you start:

- Order your materials for the 7-week Everyday Evangelism training semester (see page 6)
- Make a calendar of Everyday Evangelism semester units and dates (see page 6)
- Plan classroom layout, ensuring good visibility of projection screen. It is highly recommended round tables are used to promote discussion (see page 7)
- Check all equipment – projectors, microphones, etc. and have replacement bulbs and batteries on hand.

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Administrator Suggestions:

Ahead of Time

- Communicate with Facilitator and Prayer Coordinator frequently to understand responsibilities.
- Arrive at least 15 minutes early for weekly training sessions.
- Make sure room is properly set up, temperature control is correctly set, and all materials required for the session are in place.
- If appropriate, oversee setting up of refreshments. Set up away from teaching area.
- Record the attendance as students arrive.
- Make sure visitation packets have been restocked and appropriate visitor information is recorded (sample packet on page 8).

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.

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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 during the Everyday Evangelism semester.

Who can do this

A small, new Everyday Evangelism 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 Everyday Evangelism 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 (sample on page 9). The extent to which you record data is up to you and your leadership. We have found that more is better than not enough.

Tell us your stories

At the end of each OJT, please consider sending EE a story or two. We enjoy hearing how God is working through your ministry. You can go to: eestories.org and complete a short form, and upload photos or video clips, or email a note to Debbie Revitzer at drevitzer@eeworks.org We appreciate hearing how God touched the hearts of your students, as well as some semester stories.

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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. 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 Everyday Evangelism 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).

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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 Everyday Evangelism training.

Who can do this

Anyone who has shown a passion (exemplified by their personal prayer life) for supplication. Familiarity with Everyday Evangelism 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.
- The Prayer Coordinator may get together with the prayer partners for additional prayer each week, keeping the prayers specific to the Everyday Evangelism training.
- Encourage every student to get their prayer partners and plan and facilitate a Prayer Partner support night.
- Some Prayer Coordinators create a Warriors Watch Prayer Room.

Prayer Partner Night – bring all the prayer partners together during one 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 chairs, 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.

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Suggested Materials Order

You can order these items from the online store – evangelismexplosion.org, click on “store” - if you have questions, email: <mailto:orders@eeworks.org>

Listed below is a minimum order for an Everyday Evangelism 7-week semester

For the facilitator: **LEADERS’ GUIDE.**

For each student: **EVERYDAY EVANGELISM STUDENT LEARNING KIT.**

For On-the-Job training activities:

- **FAITH QUESTIONNAIRE PADS**
- **PARTNERS IN GROWING**
- pocket size **GOSPELS OF JOHN**
- **DO YOU KNOW** tracts.

We have found the **DO YOU KNOW** 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. See page 8 for further information on visitation packets.

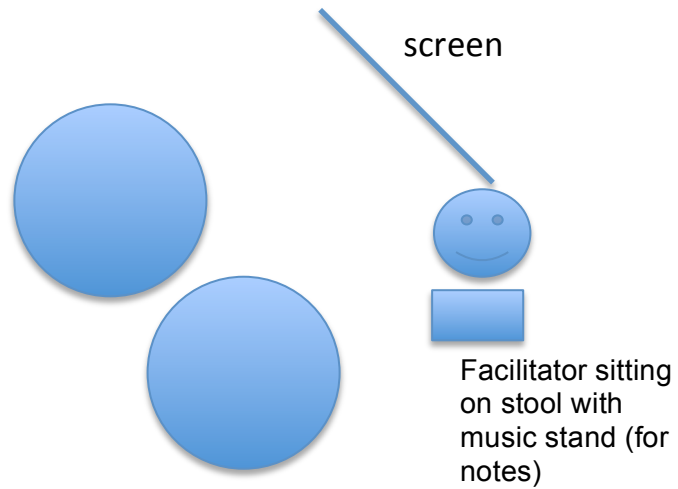
GROWING STARTS HERE is a first step Bible study for a new Christian; you may want several on hand at the start of each semester.

Sample Semester Calendar

Session	Date	Topic	Special
1		Connecting and Caring	OJT with church members
2		The Gospel: Grace	2 prayer partners recruited
3		The Gospel: Man	
4		Sharing Your Story	
5		The Gospel: God & Christ	
6		The Gospel: Faith	
7		Commitment and Follow Up	End of semester

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Sample Classroom Layout



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 being the dominant voice being heard.
- If tables are not available, arrange the appropriate number of chairs in a circle.

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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 if participants do not have GPS)
- Do You Know For Sure tracts
- Gospels of John
- Partners in Growing booklet(s)
- Faith 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

- 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

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EE Visitation Card		Visitation Dates
Name _____ Spouse: _____		Date 1 _____
Address _____ Apt. No: _____		Date 2 _____
City _____ State _____ Zip _____		Date 3 _____
Cell # () _____ Home # () _____		
Children: Name/Age _____		
Church Background _____		
Visited our church (dates): 1: _____ 2: _____ 3: _____		
Source (visitor, questionnaire, Sunday School, etc.) _____		
Answers to Diagnostic Questions: Q1 _____		<div style="border: 1px solid black; padding: 2px; font-size: small;"> <i>Use the back of this card for additional comments</i> </div>
Q2 _____		
Circle Parts of Gospel Presented: C&C, G, M, G, C, F, Commitment, Immediate Follow-up		
Result: _____		
Comments: _____		

eeHelps

If your students have smart phones, you can suggest they download the free EE app (available for Apple and Android) "eeHelps" ... this app provides many training assists, such as recordings of the gospel presentation, online tracts, questionnaires, and much more. Be sure they practice with it ahead of time if they plan to use it for questionnaires instead of the paper pad. Using this method is much more appealing to many prospects, particularly the younger generations, than the old-style questionnaire pad, but it is important to be able to navigate it effectively.

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Sharing Your Testimony

1. Creating Your Story (www.whatsmystory.org)

People love stories. Stories are the books of the living. And if you're alive in Christ, you have a story to tell. So what's yours? Scripture commands that we always be ready to give an answer for the hope that is in us (1 Peter 3:15). One way to be ready is to think about your story, write it down, and then share it with others.

This site will help walk you through some simple steps to create your story, also called a personal testimony. It's a tool to help you share what Christ means in your life. It can easily be called upon no matter whom you are with. It's authentic. It's effective. It's your story.

We know that Jesus Christ came to offer us life to the full (John 10:10). So tell us, and others, how you discovered a relationship with Christ and what it means to you.

Do you have any previous EE experience?

- No, I do not have any previous experience with EE
- Yes, I do have previous experience with EE

2. Creating Your Story

FOCUS:

Express Your Story about how you discovered a relationship with God and the everyday impact he makes in your life. Use clear terms that a non-Christian would understand. Remember, as you engage with people, they will want to know if following Jesus really makes a difference to life.

KEY CONCEPTS:

- Share what God has done in your life
- Share it in an interesting and relevant way without using Christian jargon
- Use clear, concise, concrete examples of the transformation that has taken place in your life.
- Read Acts 22 as an example of Paul's Story

3. Creating Your Story

- Why are you glad you are a Christian?
- What difference does it make?
- What changed in your life when you came to know Jesus?
- What is one positive impact God has made in your life?
- When did you experience that?
- How did you experience that?

4. Edit Your Story

Here is Your Story. Read through it to see if you want to make any last minute changes—remember:

- God is relevant, and we need to share His impact on our lives in a relevant way.

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- Be real and be yourself.
- Be specific and as concrete as you can.
- Steer away from Christian jargon that non-believers have difficulty understanding.
- Share your story in an interesting and relevant way.
- Tell your story, don't give a theology lesson.

Add A Video

If you'd like, you can add a video to your story. To do so, upload the video to GodTube.com. The GodTube site should provide you with an embed code for the video you uploaded. Please paste that code below.

How NOT to give a personal testimony

NOTE: Many of the following words and phrases are significant to believers. However, they may be insignificant and distracting to non-believers and should not be used in a personal testimony.

I received a blessing when I became a Christian. I received deliverance through the sinner's prayer. I was unsaved and needed to be saved. My conversion happened when I put my faith in Jesus Christ, my Savior, who died for the sins of those who trust Him. Praise the Lord! Hallelujah! Amen! I received salvation when I believed the Gospel and was washed in the blood of the Lamb. I was born again when the Holy Spirit spoke to me at the altar of God. I lost all my friends and my job. The devil has been after me ever since. Praise His name! The trials and tests are unbearable. I just hope I can hold out to the end. Then, maybe I'll be able to go to heaven.

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

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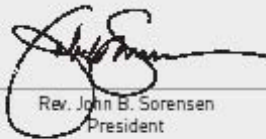


Successfully
Completed ev² Leadership Training

Date

Location

EE Teacher/Trainer


Rev. John B. Sorensen
President

Dr. D. James Kennedy
Founder

ev²eryday
ev²angelism

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

Sample Certificate of Completion

- This downloadable certificate is available on the evangelismexplosion.org website.
- Go to Resources, then Certificates and Diplomas, then follow the instructions for setting up your account on line.
- Print out on 8 ½ x 11 paper.