

# District Evangelism Plan



For the  
First University and Thonotosassa  
Seventh-day Adventist Church District

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# Overview



## Our Evangelism Process

For the First University & Thonotosassa S. D. A. Church District

“The winning or revival of personal commitments to Christ.” - Webster’s definition of Evangelism.

### OUR PHILOSOPHY

“Christ method alone will bring true success in reaching the people. The Savior **mingled** among men as one who desired their good. He showed sympathy for them, **ministered** to their needs and won their confidence. Then He bade them, **Follow Me.**” - MH 143

### OUR PROCESS

At the First University and Thonotosassa Seventh-day Adventist Churches, our soul winning process is based on Christ’s method of soul winning as described by Mrs. Ellen White in her book, The Ministry of Healing. We call it “The Mingle, Minister, Follow Me Process.” The process is designed to engage the three definitive events that emerge from the method Jesus used:



We believe that not only are the individual elements of the process important, but that the order and the intentionality of the process is just as important. We have often done it backwards. We are used to having the itinerate evangelist and his itinerate team come into town and right away thru flyers and handbills, true & false “Bible Study Lessons,” mailers, bill boards, news paper adds, and radio spots begin the evangelistic process by telling the community to “follow me” to the corner of Martin Luther King Blvd. and 4<sup>th</sup> Street, to “The Big Green Tent.”

Once the “Bible Study Lesson” graduates and other non-members get to the tent, we check their blood pressure, and provide information on substance abuse and obesity and diabetes, heart disease and vegetarianism, and things of the like. The Community Service department gives items away, mainly lots of things like pastries, white bread and chicken noodle soup along with clothes church members no longer have a desire to wear (cough-cough). Basically, it is after we have told them to “follow me” that we make efforts to minister to their needs.

It is only after they take their stand for baptism or are actually baptized that we (the church, apart from the Bible Workers) really begin to “mingle” with them. We assign them “spiritual guardians” or attach them to a small group, and welcome them into “fellowship.” In essence, we often begin the “mingling” part with full intentionality, at the end. Before this point, while they were still “in the world,” drinking and smoking, cussing and carousing, eating pork chops and drinking coke and coffee, rarely would anyone in the church have invited them home for dinner, or have taken time to visit their home.

By reversing the order, we have turned what was intended to be an ongoing corporate process, engaged by a whole army of believers, into merely a seasonal event engaged by a handful of evangelistic mercenaries. Note that when Jesus says “Follow me” He essentially means, go where I am going, believe as I believe, do as I do. Essential to His success in getting persons to respond to His call to follow (discipleship), is the timing of that call in relation to the two elements in the process that precede the call, namely mingling, and ministering, in that order.

## OUR PLAN

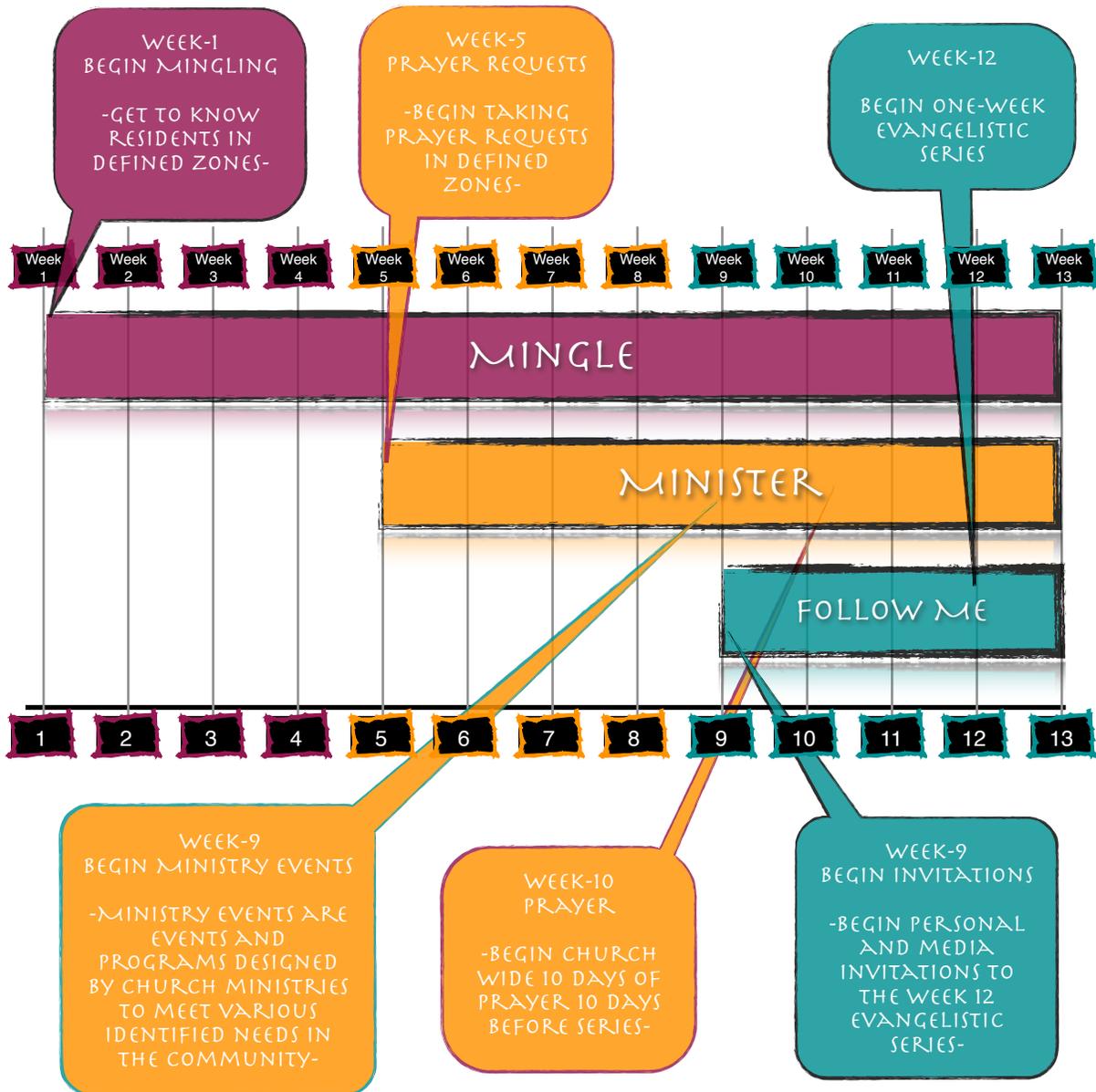
Our annual evangelism process is designed to run in twelve week quarterly cycles. Every member of the church has a role to play and is expected to become an integral part of a working team that engages this philosophy both in the field, and, just as importantly, at home in regards to missing or inactive members.

The entire membership will be divided into teams and each will be assigned a specific area in the community and a list of missing and inactive members. The implementation of the plan is outlined by the chart on the following page. The chart details the process for the first quarter. The process for successive quarters will be nearly identical with the exception of the quarters in which the Evangelistic Series will run for Four weeks rather than for two weeks.

Each church will run one major evangelistic event per quarter in the “Follow Me” stage of the process. The chart below details these evangelistic events.

	FIRST UNIVERSITY	THONOTOSASSA
Winter Quarter	Friends & Family Day + Two Week Series C. A. Paul + C. A. Paul February 6 - February 20	Friends & Family Day + Two Week Series C. A. Paul + C. A. Paul March 22 - March 28
Spring Quarter	Community Guest Day + Two Week Series C. A. Paul + C. A. Paul May 1 - May 15	Community Guest Day + Two Week Series TBA July 4 - July 11
Summer Quarter	Youth Day + Four Week Series ? - ? July 17 - August 7	Home Coming + Two Week Series Dennis Ross + Dennis Ross September 26 - October 3
Fall Quarter	Home Coming + Two Week Series ? + ? October 24 - October 31	Four Week Holiday Series - Rev. Seminar C. A. Paul November 15 - December 19

# 12-Week Cycle for One-Week Series





# Mission



## FIRST UNIVERSITY MISSION STATEMENT

- ❖ To impact both now and for eternity the lives of young people in Tampa by demonstrating to them the love of God
- ❖ To reach Tampa with the love of God by demonstrating, promoting, and inspiring healthy lifestyles
- ❖ To reach the community of Tampa with the love of God by mingling with them and engaging in practical ministry to their needs



## THONOTOSASSA MISSION STATEMENT

Our mission at the Thonotosassa Seventh-day Adventist church is to love God with all our hearts and to demonstrate that love by our obedience and devotion to Him and by our commitment to share that love with the Thonotosassa community.

(unrevised version)



# Objectives



## Coverage

- What are our coverage objectives for the number of people we want to reach in each of the following coverage classes for each meeting and for the year?

	IU	T'Sassa
Cover 1 - Extended <b>personal</b> contact	_____	_____
Cover 2 - Occasional <b>personal</b> contact	_____	_____
Cover 3 - Extended <b>media</b> contact	_____	_____
Cover 4 - Occasional <b>media</b> contact	_____	_____

## Member Involvement

- To design roles for 100% of the membership to play in the evangelistic process
- To train them to be able to know and play those roles
- To motivate and inspire them to engage those roles
- To hold them accountable in implementing those roles

## Community Involvement

- How many non First University/Thonotosassa Members do we plan to have attending the nightly series?

First University \_\_\_\_\_

Thonotosassa \_\_\_\_\_

## Baptisms

- How many baptismal candidates do we plan to have for each event?

First University \_\_\_\_\_

Thonotosassa \_\_\_\_\_



# Solutions



The following solutions are the specific ways in which we will address reaching the stated evangelistic objectives. Ministry roles are defined for both the two week meetings and the Four week meeting.

## BIBLE WORKERS

### Two & Four Week Meetings

- 12 weeks prior to meeting, engage Mingle, Minister, Follow Me Plan
- 8 weeks prior to meeting, collect community prayer requests
- 4 weeks prior to meeting, develop and implement events that minister to community needs
- 4 weeks prior to meeting, begin personal invitations
- 1 week prior to the meeting make sure transportation is available
- Log visits into the computer
- During the meeting, assist in Bible Lesson enrollment
- During the meeting, ask for decisions
- After the meetings, assist Bible Lesson students in completion of Bible Lessons, and ask for decisions



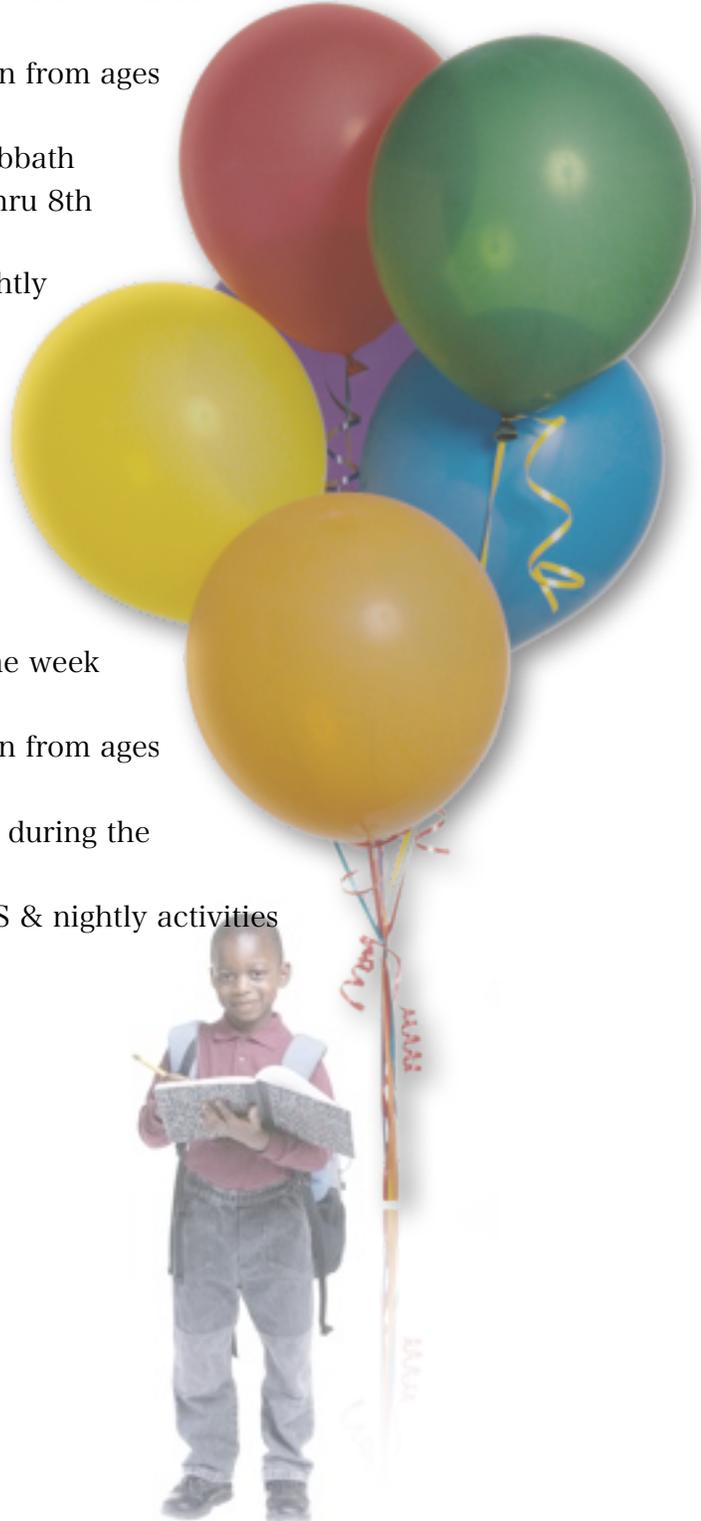
# CHILDREN'S MINISTRY

## Two Week Meeting

- Send out invitations for “Children’s Church” on the weekend
- Prepare nightly activities for children from ages 7 & under
- Plan “Children’s Church” for the Sabbath including Sabbath School for ages thru 8th grade
- Register all children who attend nightly and on the weekend
- Develop follow up mechanisms for children who attend (visits, invitations to after school program, etc)

## Four Week Meeting

- Send out invitations for VBS
- Plan and implement VBS starting one week prior to the meeting
- Prepare nightly activities for children from ages 7 & under
- Plan one “Children’s Church” event during the meeting
- Register all children who attend VBS & nightly activities
- Develop follow up mechanisms



# CLERKS

## Two & Four Week Meetings

- Mail invitations four weeks before the meeting begins
- Special invitations for Community Guest Day, Home Coming, Friends & Family, etc.
- Make sure baptismal supplies (certificates, gifts, etc.) are stocked
- Provide ushers with registration cards
- Collect non-member registration cards from ushers at the end of each meeting
- Enter registration card data into the computer
- File all original cards in Personal Ministries folder
- Send thank you packet out the week after the meeting to all non-members who attended

# COMMUNITY SERVICES

## Two & Four Week Meetings

- 4 weeks prior to meeting coordinate events that minister to community needs with Bible Workers, Health Ministries, Stewardship, and Education departments
- During the meeting open Food & Clothes Bank nightly
- Develop Community Survey of Needs Forms to be distributed and collected nightly during the meeting
- Develop, maintain, and make available list of community resources to use as referrals for people in need
- Stock and maintain a Community Resource Center (brochures and literature on community events, & other resources)
- Collaborate with other departments in developing a Community Fair



# DEACONS

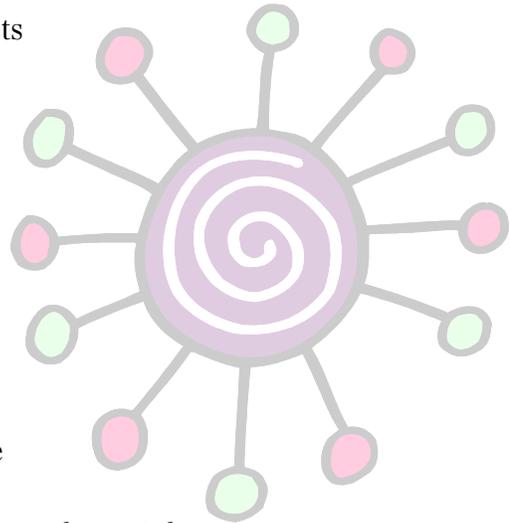
## Two & Four Week Meetings

- Arrive nightly at 6:15 p.m. (8:45 a.m. on Sabbath) properly groomed and dressed
- Set Air Condition if necessary
- Turn on Music
- Tidy up parking lot and meeting place entry
- Check that bathrooms are stocked and tidy, garbage cans emptied
- Check that the Sanctuary or seating area is clean and tidy; chairs lined up straight
- Assist in parking cars
- Greet every person (members and non members) at their car with a smile and walk them to either an usher or a seat
- Know the nightly topics and schedule of events
- Assist with offering
- After the service make sure meeting place is tidy before setting the alarm and leaving
- Schedule, assign, and post deacon responsibilities
- Make sure every deacon is on duty knows his role and performs it

# DEACONESS

## Two & Four Week Meeting

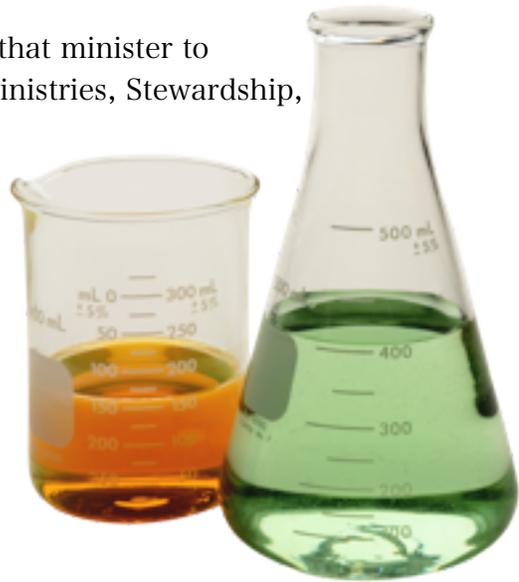
- Make sure that baptismal robes, towels, and sheets are cleaned and in place
- Assist in decorating the church and keeping it tidy
- Keep check on women's restroom for cleanliness and stocked items (hand towels, toilet paper, soap, etc.)
- Inform baptismal candidates of needed items for baptism; dry sets of clothes & underclothes, socks, and head coverings for women
- Every Deaconess comes prepared to serve for the Sabbath event
- Be alert to needs of all visitors; physical, spiritual, and mental



# EDUCATION

## Two & Four Week Meeting

- 4 weeks prior to the meeting coordinate events that minister to community needs with Bible Workers, Health Ministries, Stewardship, and Community Service departments
- During the meeting promote the After School Program
- Provide relevant informational display for the “Ministry Showcase”
- Emphasize good reading skills thru the week
- Collaborate with Children’s Ministry on the weekend Children’s Church
- Collaborate with Children’s Ministry during the VBS



# HEALTH MINISTRIES

## Two & Four Week Meetings

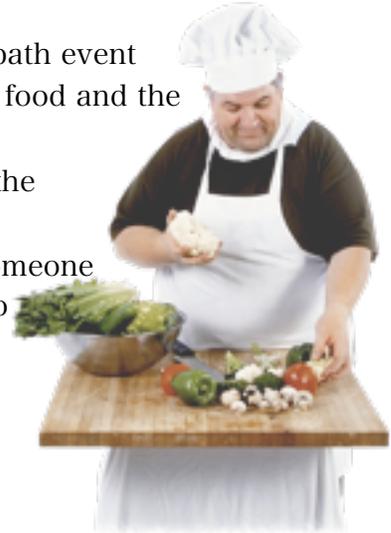
- 4 weeks prior to the meeting coordinate events that minister to community needs with Bible Workers, Education, Stewardship, and Community Service departments
- During the meeting be prepared to present a 2 - 5 minute nightly Health emphasis
- Provide literature on health topics to be distributed nightly
- Provide relevant informational display for the “Ministry Showcase”
- Plan to enroll nightly attendees in future events such as cooking schools, exercise programs, etc.



# HOSPITALITY

## Two & Four Week Meeting

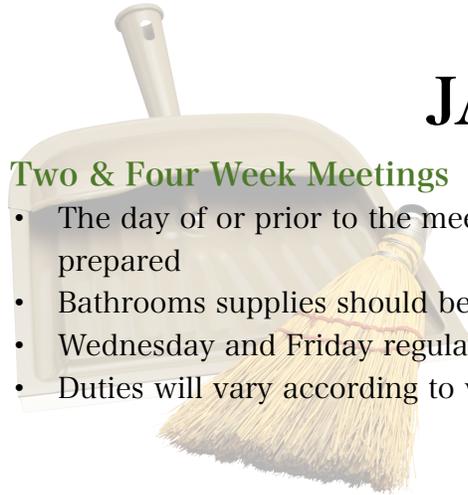
- Prepare healthy meals for members and guests for the Sabbath event
- Pay special attention to the Visual Presentation of both the food and the eating area
- Absolutely NO non-smiling non-helpful grumpy people on the serving line - NONE
- Make sure that in addition to cooks and servers, there is someone available to direct the flow of people both to the line and to seating areas
- Be prepared to assist in Ministry Events
- Make sure all cooking and serving supplies are adequately stocked



# JANITORIAL

## Two & Four Week Meetings

- The day of or prior to the meeting the church should be thoroughly cleaned and prepared
- Bathrooms supplies should be stocked adequately for the week's use
- Wednesday and Friday regular cleaning should take place
- Duties will vary according to venue



# MUSIC MINISTRY

## Two & Four Week Meetings

- A ten minute Praise & Worship service and up to 2 musical items should be planned for each night during the week
- 2 musical items should be planned for the worship service for the Sabbath event
- Assignments should be made at least Four weeks prior to the event



# PASTOR & ELDERS

## Two & Four Week Meetings

- Works with Elders to set evangelistic objectives
- Serves as platform chair person
- Makes sure that all roles are adequately defined, learned, and executed
- Works directly with the training of the Bible Workers



# PERSONAL MINISTRIES

## Two & Four Week Meetings

- Leads the church in the Mingle Minister Follow Me Plan
- Coordinate literature to be distributed nightly that coincides with the topic preached
- Assist in training, equipping and motivating Bible Workers
- Make provision to sign attendees up for Message Magazine Subs

# PRAYER MINISTRIES

## Two & Four Week Meetings

- 8 weeks prior to the meeting work with Bible Workers in collecting and organizing prayer over community prayer requests
- 10 Days prior to the meeting organize a church wide ten day season of special prayer for the meeting
- Designated members of the prayer team should arrive at 6:30 p.m. each evening to pray over the service for the evening
- During the meetings provide the ushers with special prayer request cards to be passed out and collected each evening
- After each meeting the prayer team will stay and pray over the prayer request cards and any individuals who wish to stay for special prayer
- Prayer request cards should be carefully kept and filed
- Follow up calls, visits, or correspondence should be initiated for each and every prayer request card

# PUBLISHING/BOOK STORE

## Two & Four Week Meetings

- Promote book sales & store in the “Ministry Showcase” area
- Make sure book store is adequately stocked before the meetings
- Open book store nightly after the meetings
- Prepare catalogs and order forms for books not in stock

# RELIGIOUS LIBERTY

## Two & Four Week Meetings

- During the meeting make materials available in the “Ministry Showcase” area
- Prepare two 2 - 5 min religious liberty presentations to be presented once a week during the meetings
- Be prepared to sign attendees up for subscriptions to Liberty Magazine

# SABBATH SCHOOL

## Two & Four Meetings

- Prepare, rehearse, and deliver special Sabbath School programs and lesson studies for the Sabbaths before and after and during the Evangelistic series
- Programs and studies should be creative, interesting, and in line with the evangelistic theme

# SAFETY OFFICER

## Two Week & Four Week Meetings

- Makes sure that facilities, grounds, and services are compliant with all safety and risk management regulations

# STEWARDSHIP

## Two Week Meeting

- 4 weeks prior to the meeting coordinate events that minister to community needs with Bible Workers, Education, Health Ministries, and Community Service departments (focus on personal finance and other stewardship issues beneficial to the community)
- During the meeting make materials available at the “Ministry Showcase”
- Be prepared to enroll attendees in future events such as personal budgeting classes, credit repair classes, etc.

# TECHNOLOGY

## Two Week & Four Week Meetings

- Arrive at 6:15 p.m. (8:45 a.m. on weekends) to set up mics, screen & projector, video & audio recording as needed
- Make recordings available for purchase thru the book store

# TREASURY

## Two Week & Four Week Meetings

- Be prepared to count, enter, and deposit each night’s offerings

# USHERS

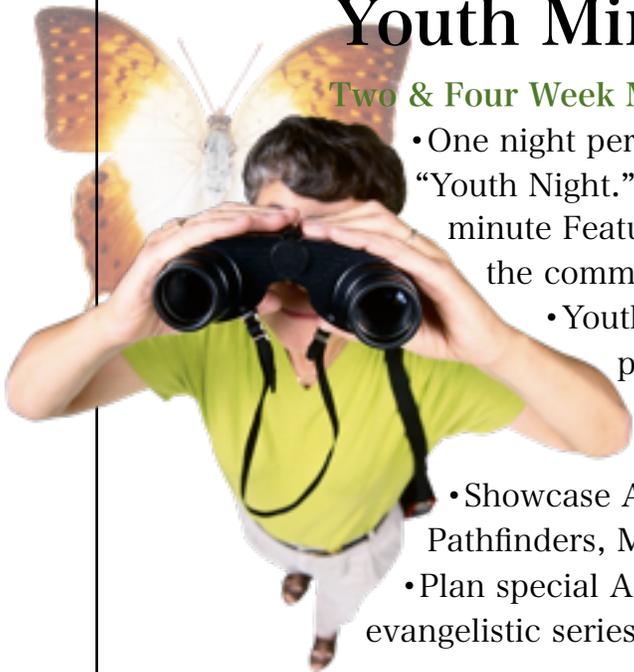
## Two & Four Week Meetings

- Arrive @ 6:30 p.m. (8:45 a.m. for Sabbath events) properly groomed and dressed
- Each night distribute registration cards, prayer request cards, pencils, and any other materials approved by the Pastor
- Greet EVERY guest AND member warmly as they enter the sanctuary and escort them to a seat
- Inform guests with children 7 and under of the children's programming and offer to take the Parents and children there to drop them off
- Throughout the entire meeting be attentive to the needs of members and guests and be available to assist
- Lift the offering during the week (Deacons will do this on Sabbaths)
- Collect registration cards and prayer cards with the offering, and be prepared to collect more after the service
- Sort member from non-member cards and return non-member cards to the Clerks
- Give all prayer request cards to the Prayer Ministry team

## Youth Ministry & A. Y. S.

### Two & Four Week Meetings

- One night per week during the meeting will be designated as "Youth Night." Youth should be prepared to present a 5 - 10 minute Feature Presentation on topics that affect youth in the community
  - Youth should be prepared to handle all of the preliminaries on Youth Nights
  - Design space and make resources available each night in the Ministry Showcase area
  - Showcase A. Y. S., Lower Division Sabbath School, Pathfinders, Mission Trips, etc...
  - Plan special A. Y. S. events for the Sabbaths during the evangelistic series



# APPENDIX

Children's Church

Ministry Showcase

Budgets

# Children's Church

## OUR PHILOSOPHY

Our philosophy for the creation of our Children's Church event is that by creating a worship experience for children that engages them in that experience, we help to place them in a position to experience Faith while teaching them both the discipline and the joy of exercising Faith in Christ.

## OUR PROCESS

The process for implementing Children's Church involves holding one event per quarter, and developing follow up mechanisms to maintain relationships with the families of the children who attend. Children's Church will take place on the same Sabbaths that kick off the Two-Week Evangelistic series and on a designated Sabbath during the Four-Week Evangelistic series.

## OUR PLAN

The plan for implementing Children's Church happens in 7 stages and is developed and run in a collaborative effort of the Youth & Children's Ministries departments of the church. The 7 Stages are outlined in the following chart.

Stages	Descriptions	Details
Stage 1 Concept Design	What is the specific message we want to communicate?	make sure kids can hear it, see it (demonstrated), and do it
	How do we plan to communicate that message thru Programming?	music; arts & crafts; story telling; media; scheduling; etc...
	How do we plan to communicate that message thru Environment?	aesthetics; props; a/v; touch, taste, smell; etc...
	How do we plan to communicate that message thru Application & Accountability?	provide specific ways for kids to apply the message taught and develop ways to follow up
Stage 2 Funding	What do we need that we do not have for Programming?	Where will we get it from and how much will it cost?
	What do we need that we do not have for creating the right Environment?	Where will we get it from and how much will it cost?
	What do we need that we do not have for providing means of Application & Accountability?	Where will we get it from and how much will it cost?

Stages	Descriptions	Details
Stage 3 Recruiting	Staff to facilitate Children's Church	Who will facilitate the various aspects of the Programming, installations of the Environments, and instruments of Application & Accountability? What will their qualifications be?
	Kids to attend Children's Church	How many kids do we plan for and what will we do to recruit them to attend?
Stage 4 Staff Training	What will the staff need to know in order to facilitate their role in Children's Church?	times, date, logistics, process, specific tasks,
	What should the staff feel about their role in Children's Church?	leaders must motivate enthusiasm, passion for kids and ministry among the staff
	What should the staff be able to demonstrate before and during their role in Children's Church?	various skills specific to roles, include safety issues and contingency plans
Stage 5 Environment Building	What and who, will we use and where and how and when will we create the environments that will aid us in communicating the specific message of the event?	we must use creativity and innovation to ignite the 6th sense; imagination, in communicating the message of the event
Stage 6 Rehearsing & Implementing	When will the REQUIRED rehearsals for staff and program participants be held?	rehearsals should not be complete until staff and participants are able to demonstrate their best effort
	Work the plan.	But be intentional about contingencies.
Stage 7 Follow Up	What will we do to keep in touch with the kids that come to Children's Church and maintain a relationship with them that will bring them back?	cards? phone calls? visitation? invitations to the after school program, sabbath school, social events?
	When will we debrief with staff and participants and what will we do to thank them for their ministry?	critique the event, note areas that need to be improved, and do it; make sure staff & participants know their importance and value

# Ministry Showcase

The Ministry Showcase is built around the idea that virtually every department of the church has something to offer to the community at large. Either thru services rendered or programs offered, each department should be prepared to showcase their ministry, highlighting upcoming events, books, information, and resources that will benefit the greater good of the community.

Each department should prepare to highlight the following elements at their showcase:

**Calendar of Departmental Events** - list of upcoming events that gives visitors insight into how the ministry operates, and allows for them to plan to participate

**Activities** interactive elements that engage showcase visitors and helps them to gain a better understanding of various aspects of the department's ministry

**Resources** books, brochures, or other information that visitors can take with them

**AV Element** looping video material that promotes the ministry and concepts of the department

**Description** a description that tells visitors who comprises the ministry, who the ministry is for, and what the ministry is intended do

**Freebies** give-a-ways and gifts that promote ministries, events, or ideas sponsored by the department

Each night after the Evangelistic series the Food Bank should be open, as well as the Book Store. We should also be prepared to enroll Message Magazine and Liberty Magazine subscriptions. Freebies to give away from the various departments can be helpful as well.

Staging for community based projects such as community clean up days and book drives and blood drives etc., can be launched by the appropriate departments from the Ministry Showcase.

The Hospitality and/or Health department should be prepared to serve some sort of light refreshments or host a Juice Bar each night after the meeting as a part of the Ministry Showcase.

# Budgets

Two Week Evangelistic Series Expenses		
	One Event	All Three Two Week Events
<b>Speaker</b> (Travel, Accommodation, Honorarium,)	\$1,000.00	\$3,000.00
<b>Literature</b>	\$300.00	\$900.00
<b>Postage</b>	\$84.00	\$252.00
<b>Music</b>	\$500.00	\$1,500.00
<b>Children's Ministry</b>	\$1,000.00	\$3,000.00
<b>Misc.</b>	\$116.00	\$348.00
<b>TOTAL</b>	<b>\$3,000.00</b>	<b>\$9,000.00</b>

Four Week Evangelistic Series Expenses		
	6 Weeks Rental	
<b>Tent/Facility</b>	6 Weeks Rental	\$8,500.00
<b>Projector</b>	Purchase	\$4000.00
<b>Media</b>	Purchase	\$600.00
<b>Advertising</b>	Purchase	\$1650.00
<b>Postage</b>	Purchase	\$600.00
<b>Literature</b>	Purchase	\$1,500.00
<b>Permit</b>	Purchase	\$200.00
<b>Electricity</b>	Purchase	\$500.00
<b>Misc.</b>	Expense	\$450.00
<b>Children's Ministry</b>	Expense	\$2000.00
<b>TOTAL</b>		<b>\$20,000.00</b>

### ...Budgets Continued

Staff Expenses All 4 Meetings				
Budget Item	Month	Year*	Number of Staff	Total
Stipend	\$300.00	\$3,600.00	4	\$14,400.00
Food	\$250.00	\$3,000.00	4	\$12,000.00
Housing	\$200.00	\$2,400.00	4	\$9,600.00
Travel	\$250.00	\$3,000.00	4	\$12,000.00
Insurance	\$0 (NAD volunteer coverage)	\$0 (NAD volunteer coverage)	4	\$0 (NAD volunteer coverage)
Scholarship	\$333.33	\$4,000.00	4	\$16,000.00
<b>TOTALS</b>	<b>\$1,333.33</b>	<b>\$16,000.00</b>	<b>4</b>	<b>\$64,000.00</b>

*\*The staffing budget operates from July to July. Therefore, only half of the Staffing Expenses are applied to the following overall 2011 1U-TSassa Mission 2011 Budget Summary.*

### Staffing Overview

The pastor and members of Tampa's First University and Thonotosassa Seventh-day Adventist church district are seeking four collegiate volunteers to promote and engage a creative and innovative evangelistic approach that will make a difference in both the local community and churches that they serve, as well as in the lives of each volunteer who participates.

The evangelistic process will take approximately 12 months to complete and will include their involvement in 8 evangelistic events during that time. They will be integrally involved in prep work prior to the evangelistic events, and in follow up work after the meetings. They will work in the evangelistic development of our after-school programs, and in helping to create evangelistic training mechanisms for other young people who will engage in the rest of the evangelistic events during the year.

**The 1U-TSassa Mission  
2011 Evangelism Expense Budget Summary**

<b>Budget Item</b>	<b>1U</b>	<b>T-Sassa</b>	<b>Total</b>
Winter Evangelistic Series	\$3,000.00	\$3,000.00	\$6,000.00
Spring Evangelistic Series	\$3,000.00	\$3,000.00	\$6,000.00
Summer Evangelistic Series	\$20,000.00	\$3,000.00	\$23,000.00
Fall Evangelistic Series	\$3,000.00	\$16,600.00	\$19,600.00
Staffing	\$22,400.00	\$9,600.00	\$32,000.00
<b>TOTAL</b>	<b>\$51,400.00</b>	<b>\$35,200.00</b>	<b>\$86,600.00</b>

**Cells**

**Objectives**

**Structure**