

## FOREWORD

*"If my people, which are called by my name, will humble themselves, and pray, and seek my face, and turn from their wicked ways; then will I hear from heaven, and will forgive their sins, and will heal their land" (2 Chron. 7:14, KJV).*

You have read this passage many times many of you have taught classes or preached from this Scripture. But what does it really mean to you and your church members? Do you get application, mere agreement, or blank stares from the congregation? If we are to reach everyone in North America with the message of Christ, this scripture must come alive to our people!

We cannot put the moving of God strictly into an equation but in some instances He has said, "If you will do X, then I will do Y! " We must create a condition in our hearts and an atmosphere in our churches that is sensitive to the moving of the Holy Spirit among us.

Revival meetings have proven to be an effective tool of evangelism and prayer, preparation, and personnel are the keys.

### **Preparation**

Preparation requires work by the entire church body. The level of revival experienced by your church will be directly proportional to your body's level of participation and preparation. Make sure you have adequate lead-time to take full advantage of every element of this manual. Revivals can and do work better today than ever if we will do the work necessary in preparation. Besides the organizational planning, weeks of spiritual preparation are necessary in order for your church to become an emptied vessel that Christ can occupy and use to bring in a great harvest.

### **Prayer**

God desires to bless His people! Let's consider what must be done to allow this to happen, then share it boldly with our churches. God's equation for revival in 2 Chronicles 7:14 is  $(A+B+C+D = E+F+G)$ . "If my people which are called by my name will (A) humble themselves, and (B) pray, and (C) seek my face, and (D) turn from their wicked ways, then (=) will I (E) hear from heaven, and will (F) forgive their sins, and will (G) heal their land." You are encouraged to inform your congregation of what it takes to surrender in these ways and challenge them to action. But the greatest way to lead is by example. Humble, surrendered church leaders are much more likely to see humble, surrendered churches!

## Personnel

Realize that every resource that you need to touch your church family and community with a revival from Christ has been given to you in your body of believers. All of the talent, organizational ability, creativity, money, and manpower are in your congregation much of it lying, like undiscovered gold, in a mine yet to be dug. An important key to revival attendance, spirit, and receptivity is involvement. Success is guaranteed if you will involve at least 40 percent of your membership in some meaningful leadership position in the preparation process. Have a revival choir, enlist teams of ushers, use responsible youth to help with valet parking and directing traffic, involve children in special choirs and puppet shows, enlist special prayer teams the list goes on and on. The sky is the limit when involving people in your revival!

Prayer is the most important element to revival. If you have not led your church in spiritual preparation, it will all be in vain. We need to humble ourselves and pray, seeking the face of God and turning from sin. Then we can expect to get a fresh glimpse of Christ, such as we have not had since His sacrifice on the cross.

The Bible teaches us that God is willing to bless His people anywhere and anytime they submit to His will. In Acts, the New Testament church received much of the fullness of God's blessings as they positioned themselves spiritually so they could receive the blessing of God. We would call what they experienced "unusual," "exceptional," or even "abnormal." What the early church experienced then is what God desires for today's church. Many of our modern congregations are so far removed from what God intended as the spiritual norm that the blessings the New Testament church received seem like the exception. The late Vance Havner described our predicament well when he said that the average church is so subnormal that if it ever became normal, it would be considered abnormal!

It is God's desire to bless His people abundantly. These blessings, however, depend on our obedience to the principles of His Word. When we walk in total obedience and surrender we will receive the blessing of an exceptional spiritual experience far above the norm of most churches. This is what we know as REVIVAL!

May your church and our world never be the same because of your work and obedience to our loving, living Lord.

## HOW TO USE THE REVIVAL PLANBOOK

Read the manual thoroughly and follow these eight steps.

1. Set the date. \_\_\_\_\_

2. Select and invite the revival team.

Preacher: \_\_\_\_\_

Singer: \_\_\_\_\_

3. Organize the people.

- Spiritual Preparation Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Publicity Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Attendance Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Music Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Hospitality Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Ushers Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Visitation Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

- Special Events Ministry Team

Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

4. Train the people.

- Ministry Team training

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

5. Set goals, but don't let goals become limits!

Sunday School attendance: \_\_\_\_\_

Number in choir: \_\_\_\_\_

Number of ushers: \_\_\_\_\_

Number of prayer meetings: \_\_\_\_\_

Number involved in prayer: \_\_\_\_\_

Number of youth involved: \_\_\_\_\_

Revival service attendance: \_\_\_\_\_

Number of professions of faith: \_\_\_\_\_

Number of additions to church: \_\_\_\_\_

6. Initiate plans.

- Publicity (List names of those responsible for securing these items):

Flyers: \_\_\_\_\_

Newspaper Ads: \_\_\_\_\_

Radio Ads: \_\_\_\_\_

Signs: \_\_\_\_\_

Billboards: \_\_\_\_\_

Other Types: \_\_\_\_\_

- Visitation:

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

- Prayer Meeting:

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

- Revival Emphases/Themes:

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

**7. Maintain the spirit of revival.**

Follow-up method: \_\_\_\_\_

People involved: \_\_\_\_\_

- Training for Follow-up Personnel:

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Place(s): \_\_\_\_\_

**8. Evaluate the revival**

- Adequate Plans and Preparation:

List strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List weaknesses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Did we achieve our goals?

Goals reached: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goals not reached: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Did revival achieve results?

Yes  No

Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The follow-up was:

Excellent  Good  Fair  Poor

List strengths: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List weaknesses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List observations and suggestions for the next revival: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMEMBER: YOU ARE SUPPOSED TO READ THE PLANBOOK FIRST!**

## THE MASTER AND THE MANDATE

### Carrying Out God's Command to Reach the World for Christ

*"Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit . . . and surely I am with you always, to the very end of the age" (Matt. 28:19-20, NIV).*

The great preacher Andrew Murray once said, "There are two kinds of Christians, soul-winners and backsliders." That may seem a hard saying, but it is true. The natural outgrowth of walking with Jesus is sharing Jesus with others.

As we work toward the goal of reaching every person in North America with the salvation message of Jesus Christ, we must:

- Encourage the body of Christ to share the good news of Jesus Christ openly with others.
- Train church members to effectively share their faith.
- Reveal to the body of believers, through Scripture, the power Christ gives us to carry out His mandate.

The *Revival Preparation Manual* is designed to help you prepare spiritually and logistically for revival meetings that will spread from within your church building out into your community and beyond. One community at a time, we can win North America to Christ!

It is critical in preparing for such an important task to have clear definitions and identifiable goals. The term "revival" means different things to different people. For some, "revival" literally means a revival of the church body an inward exercise designed to renew the spiritual fervor of individuals and inspire churches to do the work of the Father. For others, "revival" means an evangelistic meeting designed to bring the salvation of Jesus Christ to the lost.

The term "revival" is so well known because for more than 100 years churches have held revival meetings. Therein lies a trap. We must not have revival meetings simply because the church has always had them. We have all experienced the futility of such meetings. The power of revival comes from the Father it is His to give or withhold. We can only ask for it, humble ourselves, and prepare spiritually and organizationally to receive it, trusting that the Holy Spirit will move.

## REVIVAL MEETINGS

### The Purpose of Revival Meetings

As you consider planning a time of revival, be clear through much prayer about what you are seeking. The church must be in full understanding and agreement of what the Lord is trying to accomplish through it. It is our hope that your revival will be very evangelistic in emphasis. Let's look at a few of the purposes of revival:

- **Revival meetings strengthen active Christians.** Often busy Christians need to stop and refresh themselves. Revival meetings provide a time for them to gain new spiritual insight.
- **Revival meetings strengthen churches.** Churches retreat from the ordinary. Every church should have periods when its members can isolate themselves from worldly cares and pleasures and concentrate on seeking God's will for their lives and for the church. Revival meetings are a way of touching uninvolved church members. Members who are marginal in attendance can be reminded of their commitment to Christ and their need to be involved in His work. Revival meetings offer a change of pace that leads to serious recommitment to the lordship of Christ. Revival meetings address special needs of the church; they can uplift special needs in areas such as stewardship, family life, or the needs of inactive church members.
- **Revival meetings focus the church's energy toward the lost.** The community will become aware of the church's concern for those who are lost. Every effort is made to bring the lost to salvation during this special emphasis.
- **Revival meetings set a spiritual atmosphere that ripens the harvest.** The intensified atmosphere of concern and proclamation makes it easier to achieve a harvest of souls.
- **Revival meetings are a way of reaching the unchurched and the unsaved.** Many unsaved people do not care to attend church. A weeknight revival meeting can be different enough to be non-threatening to an unsaved person. The visitation leading up to and during the revival meeting should be focused toward leading the lost to Christ.

Note that the above list should be worked from the inside out from internal focus to external focus. The church must be "revived" in order to reach the unsaved. We pray that a strong sense of true revival will have swept over the church long before the official "revival meeting" ever begins, and that your planning will be toward that end.

### Preparation of Revival Meetings

Weeks and even months before the revival meetings will be most critical in order to be ready to bring in the harvest. To ignore careful, prayerful, spiritual, and organizational preparation will be to assure failure.

This manual gives you a spiritual preparation emphasis designed to stimulate thought and interaction with the Holy Spirit as you plan. It also gives you a very detailed, week-by-week planning guideline. Without proper planning, praying, and preparation, a revival can produce no harvest.

## GENERAL SUGGESTIONS

- Conduct a witness training workshop six to eight weeks before the revival.
- Help the revival team be at their very best during the revival. They want to visit unsaved people. When you visit, give the evangelist as much pertinent information as possible about the person's spiritual condition, background, family, and so on. Decide who will lead the person to a commitment to Christ and the church. Do not expect the revival team to visit the sick and shut-ins. The pastor and the deacons should visit these people. Help church members realize the revival is to reach the unsaved and unchurched. Only a limited time is available for visiting. It must be spent visiting the unsaved and unchurched. Allow the revival team sufficient time to rest and spiritually prepare for the services.
- Prepare for the invitation. The invitation is the most important part of the service. Those desiring to make decisions for Christ are always invited to do so publicly. Several mature Christians should be prepared to counsel with those making decisions. This should be done in the service or a counseling room. Have witnessing booklets, decision cards, and pens ready for use. Often, the number and quality of decisions made will be determined by available trained counselors. In most revivals more people respond than can effectively be dealt with by the pastor. As a general rule, when the line starts forming, the people stop coming.
- Keep announcements to a minimum during the services. Do not promote building funds, picnics, and other church meetings during the revival services. Give the revival priority. Provide ample time for singing, preaching, and the invitation.
- Involve people. People are the best publicity. The more people involved the faster word is spread about the revival. Capitalize on publicity that people can afford as they help in preparation.

Distribute the Ministry Team inserts in this manual to each Ministry Team chairperson. These contain what each team is to do, how they are to do it, and when they are to do it.

## BASIC STEPS

*“Plans fail for lack of counsel, but with many advisers they succeed” (Prov. 15:22, NIV).*

Below is a proven, suggested plan of revival. Follow each step carefully, using creativity under the Holy Spirit's guidance. Although every church is unique, principles and procedures suggested are basic to every church's needs.

### **Set the date.**

Schedule the revival dates as far in advance as possible. Be sure not to schedule the revival at a time that's already crowded with community events, church activities, or other distractions. Also, see that no major church events are scheduled the month preceding the revival meeting to allow for thorough preparation. You will want to make the date accessible to as many people as possible

### **Select and invite the Evangelistic Team.**

If you have set your date far enough in advance, you can usually get your first choice in evangelistic help. After prayerful consideration, contact the evangelistic personnel you believe will be used of God to reach your people. The pastor should know personally, or through recommendation by reputable people, that the revival team is well qualified to lead your church for a week. They should be sound in doctrine, ethical in methods, cooperative in attitude, morally pure, and effective in their calling as a preacher or musician.

If possible, extend the invitation to your evangelistic team at least one year in advance. Be clear in the invitation. Let the preacher/musician know if others are helping and give them the exact dates. Provide the team with pertinent information on your church and community. Next, ask the guest evangelist/musician for plans or suggestions. Take his suggestions seriously and use suggested methods as far as possible. From the beginning, let the team know who is responsible for various expenses.

Finally, share your vision for the revival with the team. Let the evangelists know you are using this manual to prepare thoroughly for the revival. They will appreciate the fact you are not treating the revival as a commonplace event on the church calendar. The team is more likely to come better prepared if they know you want to be prepared as a church.

## Organize the people.

You are now entering the key area of revival preparation. It is time to organize the congregation into working Ministry Teams. Ministry Team members are key leaders who will lead the church in spiritual preparation, prayer, visitation, publicity, hospitality, and inspiration. Carefully select the chairperson for each Ministry Team. The pastor may assume responsibility for appointing Ministry Teams in the church. Another method of selection is by working through the church Evangelism council. (If you do not have one, you may want to consider starting one. The mass evangelism director [if you have one] should be one of the key leaders of the council.) Whatever the process, all Ministry Team chairpersons should be ready to begin their work at least six weeks before the revival date. Possible Ministry Team chairpersons can be those who serve on the church Evangelism council or who already serve on staff or in key ministry positions.

The church's size will determine the number of Ministry Teams needed, as well as the number of people needed on each Ministry Team. Do not make the mistake of assuming the church only needs one or two Ministry Teams simply because you are not a "large" church. The key to effective preparation is to involve church members in some capacity of participatory preparation. Those involved will be the people who come to the revival and bring their friends. Generally, for every person you actively involve in the revival preparation, you will have four or five additional people present in the revival services. So, involve everyone! Some suggested Ministry Teams, along with specific plans for their work, are found later in this manual.

## Train the people.

Pastors are often guilty of giving people jobs without training them to do the work. Do not make that serious mistake in the revival meeting preparations. Once the chairpersons have agreed to serve, the general chairperson should set up individual appointments for each one to explain the work of their Ministry Team. It is ideal for the pastor to serve as general chairperson. Your training efforts will be enhanced greatly if you will contact your state Director of Evangelism to enlist the help of a revival preparation consultant to also meet with the Ministry Team chairpersons. By taking time to meet in this manner, you demonstrate to each leader that the revival meeting is important. You are encouraging them to take their responsibilities seriously.

Give each chairperson a copy of his or her Ministry Team's worksheet and calendar. Share your excitement with them. Let them know they have an important part in leading the church into real revival. The chairpersons become the Steering Ministry Team, which will be the coordinating team for the entire revival meeting. Answer all questions as fully as possible and make sure the chairpersons know what they are to do. If possible, ask the guest evangelist to come to the church for a day to meet with the Evangelism council and/or your Steering Committee. On that evening you may want to schedule a revival kick-off banquet for all the members of the Ministry Teams to challenge and encourage them to do their best in their area of responsibility. The

evangelist can share the vision for the revival and instill a real note of expectancy in Ministry Team members. If you or your revival preparation consultant have not already done so, use this time to have the evangelist meet each chairperson individually. Arrange appointments at 30-minute intervals throughout the day. The personal touch of the evangelist or consultant early in the revival planning process is a valuable part of good preparation for revival.

## Set goals.

To identify a goal is to define for yourself and for others what you believe to be God's will. Goals give a sense of where you want to go, and, consequently, some understanding of where you do not want to go. Goals and plans provide a way of telling others what you think is a desirable outcome so they can work at attaining goals under the Holy Spirit's power.

Do not be afraid of identifying specific goals for the church revival. Make the goals concrete and measurable. Aim at nothing and you will surely hit it. Aim at a clear target and you are likely to come closer.

Once the Ministry Teams are appointed, the pastor and/or the general chairperson should lead the Evangelism council and/or Steering Ministry Team to prayerfully set goals and put them in written form. Goals to set are:

- Sunday School attendance during the revival.
- Revival choir attendance.
- Number of ushers.
- Number of prayer meetings.
- Number of people involved in prayer for the revival.
- Number of youth involved in the revival.
- Revival service attendance.
- Number of professions of faith.
- Number of additions to the church.

The pastor or the general chairperson should not attempt to impose his goals on the revival, but should let the people express their personal hopes and dreams. Goals handed to people are not likely to be taken as seriously as goals they set themselves. Therefore, the pastor or the general chairperson should involve the Ministry Teams in setting the suggested goals and any other goals they may wish to establish. They will learn that goals soon become an expression of our faith. *"Faith is being sure of what we hope for" (Heb. 11:1).*

## **Initiate plans.**

With the date set, leaders selected and trained, and goals established, it is time to put revival-meeting plans into action. All goals and plans are only dreams until they are put on the calendar and are in motion. The general chairperson needs to check with each chairperson to see that work is progressing. Above all, see that each chairperson has put his or her priorities and plans on his or her countdown calendar (supplied with each chairperson's worksheet). The calendar will serve as a daily reminder of work deadlines.

Each chairperson should start from the dates of the revival meeting, then move backward and place each event on his or her calendar. The calendar will remind Ministry Team members of meetings and keep them from forgetting little jobs such as making phone calls to workers or the personal enlistment of helpers. Each Ministry Team, doing its job efficiently and on time, will prevent an exhausting "rushed" feeling that often comes at the last minute before a major event. The calendar can aid each leader in enjoying his work. That attitude will carry into the revival. Encourage each Ministry Team member to fulfill his or her duties without further instruction from you, but let them know that you are available to give any needed assistance.

## **Maintain the spirit of revival.**

The people will be ready to enjoy a very exciting week of revival services if the Ministry Team leaders have faithfully carried plans through to completion. The pastor should express his appreciation to each leader for a commendable job. As church members enjoy the fruit of their labor and the grace of Jesus Christ, they will celebrate the personal victories witnessed in each service. The reward received is not the public attention given, but the personal satisfaction of seeing prayers answered and lives changed. Make sure the guest evangelist knows the extent of preparation. He will be personally motivated to carry their commitment through to the end of the meeting.

One of the criticisms leveled at revivals is, "Revivals are just temporary emotional experiences that leave with the evangelist." That does not have to be the case. A genuine experience of revival brings people face-to-face with our Heavenly Father in a fresh, new way. If people's experience was with the Father, it can be sure He did not leave with the evangelist! The church needs only to look around to see what God did and follow through on every commitment. The general chairperson should work closely with the Follow-up Ministry Team in seeing that every person who made a commitment is contacted immediately and encouraged in additional steps of spiritual growth. Additional suggestions on follow-up are found in the Follow-up Ministry Team section in this manual.

The pastor has a great role in conserving the spirit of revival. He should remind the people that revival is not over at the week's conclusion. The real results of the revival will be felt in the congregation and in the community forever!

## **Evaluate the revival.**

The pastor and/or the general chairperson should lead the Evangelism Council and/or Steering Ministry Team in an honest evaluation of the revival. After the revival week has ended, plans and goals used in revival preparation should be evaluated. Note things that worked well and ask why. Note things that were not as effective as you desired. Decide which plans should be repeated and which should be omitted in future revival meetings. Always determine what you can do to ensure the next revival is even better than the last. File your evaluations in a secure place and review them carefully before you plan your next revival.

## REVIVAL COUNTDOWN CALENDAR CHECKLIST

### Eight Weeks before the Revival Meeting

Date\_\_\_\_\_

- Select revival Ministry Teams and chairpersons.

### Seven Weeks before the Revival Meeting

Date\_\_\_\_\_

- Select specific written revival objectives and goals.

### Six Weeks before the Revival Meeting

Date\_\_\_\_\_

- Ministry Team chairpersons enlist team members.
- Publicity Ministry Team determines types of publicity and makes initial contacts with radio and television stations.
- Spiritual Preparation Ministry Team gets *Praying Your Friends to Christ* brochures ordered and other prospect materials printed.
- Music Ministry Team enlists choir captains and contacts the music evangelist to determine his plans and requests.
- Visitation Ministry Team gathers prospect discovery and visitation materials; plans prospect discovery and visitation strategy.

### Five Weeks Before the Revival Meeting

Date\_\_\_\_\_

- Publicity Ministry Team plans outdoor advertising and prepares street banners.
- Spiritual Preparation Ministry Team fills in names on *Praying Your Friends to Christ* brochures and distributes to Sunday School teachers.
- Special Events Ministry Team makes arrangements with local service organizations to speak at club meetings; secures any required permits for outdoor events; arranges for any needed equipment.
- Music Ministry Team enlists choir members and consults with the music evangelist to plan Music Night.
- Prospect Discovery Ministry Team enlists visitation personnel and enrolls them in training classes.

## Four Weeks Before the Revival Meeting

Date \_\_\_\_\_

- Publicity Ministry Team prints the church's name, address, time, and date of meetings on all types of publicity (witnessing booklets, window cards, hymnal covers, and so on).
- Spiritual Preparation Ministry Team distributes *Praying Your Friends to Christ* brochures; plans prayer meetings (breakfasts, luncheons, huddles, etc.); makes prayer reminders.
- Hospitality Ministry Team contacts the evangelist and the revival team, asking their preference of accommodations and meal schedules.
- Music Ministry Team sets attendance goals.
- Attendance Ministry Team determines attendance plans and sets goals.
- Visitation Ministry Team enlists deacons to be visitation prayer partners.
- Ushers Ministry Team enlists all ushers.
- Special Events Ministry Team works with pastor, key leaders, and other Ministry Teams to plan preservice activities.

## Three Weeks Before the Revival Meeting

Date \_\_\_\_\_

- Publicity Ministry Team delivers handbills, brochures, witnessing booklets, and other promotional materials to the Prospect Visitation Ministry Team; prepares three letters—for church members, the unsaved, and the unaffiliated.
- Spiritual Preparation Ministry Team enlists leaders for prayer meetings, distributes prayer reminders, and places posters in the church.
- Hospitality Ministry Team enlists church to assist with meals and makes hotel/motel accommodations.
- Music Ministry Team announces revival choir rehearsals.
- Visitation Ministry Team prepares visitation assignments and plans the visitation program.
- Attendance Ministry Team prepares all necessary materials for the attendance plans.
- Special Events Ministry Team contacts the music evangelist for ideas for special music for children; completes plans for preservice activities.

## Two Weeks Before the Revival Meeting

Date \_\_\_\_\_

- Publicity Ministry Team mails letters to church families, the unsaved, and the unaffiliated.
- Spiritual Preparation Ministry Team conducts prayer meetings (breakfasts, luncheons, etc.) and enlists participants for round-the-clock prayer meetings.
- Ushers Ministry Team familiarizes all ushers with their duties.
- Hospitality Ministry Team arranges for ground transportation and car as needed.
- Music Ministry Team begins rehearsals, enlists instrumentalists to be present each service, and sends a letter of support to the music evangelist.
- Visitation Ministry Team holds training sessions for visitation personnel and implements the visitation program.
- Attendance Ministry Team initiates attendance competition and gives emphasis to attendance goals.
- Special Events Ministry Team promotes preservice activities in youth and children's departments; encourages children and youth leaders to contact absentees.

### **One Week Before the Revival Meeting**

Date \_\_\_\_\_

- Publicity Ministry Team ensures distribution of all publicity, giving primary emphasis to newspapers, street banners, church bulletins, and newsletters.
- Spiritual Preparation Ministry Team confirms and publicizes that the pastor will devote the Wednesday night service to prayer for revival.
- Hospitality Ministry Team finalizes the meal schedule, makes sure the revival team is able to sign for all restaurant meals, and arranges for a hospitality basket to be placed in their rooms.
- Ushers Ministry Team conducts a trial run of duties for ushers, if necessary, and makes sure the guest cards, offering envelopes, and other materials to be distributed are ready and in place.
- Music Ministry Team continues rehearsals and has the instruments tuned, if needed.
- Visitation Ministry Team continues to encourage visits to all prospects and prepares visitation assignment cards for revival team and staff.
- Pastor identifies the Attendance Ministry Team from the pulpit and initiates attendance emphases.
- Special Events Ministry Team enlists workers to provide refreshments; encourages children and youth to attend services.

### **During the Week of the Revival Meeting**

Date \_\_\_\_\_

- Publicity Ministry Team ensures news releases are made. A sample news release encourages the pastor to promote daily the special nights.
- Spiritual Preparation Ministry Team conducts pre-service prayer meetings.

- Hospitality Ministry Team checks with the revival team to ensure their needs are being met.
- Ushers Ministry Team is present at least 30 minutes before each service.
- Visitation Ministry Team enlists persons to visit new prospects who have attended the revival meetings.
- Attendance Ministry Team continues to enlist members to be present for the Hallelujah Service.

Special Events Ministry Team encourages youth and children to be present for revival meetings and promotes special activities.

## THE REVIVAL BUDGET

A suggested guide for you to use in requesting funds for the budget for a revival in your church

### Travel Expenses for the Evangelistic Team:

Evangelist: \_\_\_\_\_ (miles) x \_\_\_\_\_ (per mile) = \$\_\_\_\_\_

(per airfare) = \$\_\_\_\_\_

Musician(s): \_\_\_\_\_ (miles) x \_\_\_\_\_ (per mile) = \$\_\_\_\_\_

(per airfare) = \$\_\_\_\_\_

### Lodging for the Evangelistic Team:

\$\_\_\_\_\_ (per night) x \_\_\_\_\_ (# of nights) x # in team = \$\_\_\_\_\_

### Meals for the Evangelistic Team

\$\_\_\_\_\_ (per day) x \_\_\_\_\_ (# of days) x # in team = \$\_\_\_\_\_

### Promotion and Publicity

Publicity materials, printing, postage, etc. \$\_\_\_\_\_

### Miscellaneous

Guest personalities, fellowship meals, etc. \$\_\_\_\_\_

**TOTAL** \$\_\_\_\_\_

## WHAT YOUR CHURCH SHOULD EXPECT FROM THE REVIVAL TEAM

Your church should expect certain standards from the revival team as well. Following is a list of things to consider.

- Exemplary Christian character.
- Commitment to preaching and teaching the Word of God.
- Dedication to daily personal witnessing for Jesus Christ.
- Concern for the overall needs and ministry of the church through positive, expectant attitudes.
- Availability for consultation.
- Recognition of the church as a unique part of the body of Christ.
- Cultivation of relationships with the pastor and other church staff.
- Involvement in advance planning and revival preparation.
- Participation in prearranged meetings and activities during the days of revival.
- Fulfillment of all prearranged financial agreements such as travel, hotel, meals, honorarium, love offering, family, records, tapes, books, phone calls, and payment of all personal expenses.

Revival team members should refrain from self-promotion or making requests for honorariums or love offerings. They should comply with church policies and guidelines related to doctrine, invitation, and length of services.

## WHAT THE REVIVAL TEAM SHOULD EXPECT FROM YOUR CHURCH

*"The Lord has commanded that those who preach the gospel should receive the living from the gospel" (1 Cor. 9:14, NIV)*

The revival team has certain expectations from you as a church. Following are items to consider when hosting a revival team in your church.

- Preparation, openness, and expectation that God will use the team's spiritual gifts effectively.
- Undergirding of the revival team's ministry positively, receptively, and prayerfully.
- Involvement in the advanced planning and revival preparation.
- Clear understanding of prearranged financial agreements such as travel, lodging, meals, family, honorarium/love offering, tapes, and books. If the honorarium is budgeted, inform the guests of the amount. If the guest evangelist/musician is to receive a love offering during the revival, assure this person that he will receive all that is given for this purpose. If more than one guest is invited, agree on the procedure for sharing the love offering.
- A detailed description of revival-related responsibilities well enough in advance to allow sufficient time for preparation.
- Concern for the spiritual and physical needs of the revival team such as study time, recreation, health, medical, diet, and schedule. (A special understanding of the daily lifestyles of full-time evangelists is helpful.)
- Promotion of the love offering in a positive and informative manner.
- Completion of all financial matters before the team leaves the church field.
- Revival preparation to be a priority of your church for at least six weeks before the revival meetings. (If you are not willing to give priority, perhaps you need to reevaluate conducting a revival.)
- Promotion of all revival activities through the church and public news media.

Mobilization of church members in prayer, visitation, and attendance for the revival meetings.

## PREPARATION THROUGH LEADERSHIP

*“But everything should be done in a fitting and orderly way” (1 Cor. 14:40, NIV).*

The most practical and reasonable way to prepare for a local revival meeting is to involve Ministry Teams in planning. Of course, when genuine revival occurs, it is the Holy Spirit that completes the plans. But in revival meeting preparation, Ministry Teams can make the work flow much smoother. Ministry Teams can involve people in different ways. Obviously, the more people involved in planning, the stronger the interest and spirit of the church family for the revival. Below are suggestions that will make Ministry Team planning easier. A sample planning sheet for each Ministry Team is included at the end of this chapter.

### Selecting Ministry Teams.

No later than four months before the revival, the pastor and/or church council should select Ministry Teams needed for the church's revival. Suggested Ministry Teams: Spiritual Preparation, Publicity, Attendance, Music, Hospitality, Ushers, Visitation, and Special Events.

**NOTE:** If fewer Ministry Teams are needed, consider combining some of the preparation tasks. Remember, however, that the goal is to have as many people involved as possible. Other Ministry Teams your church might consider in preparation for revival include:

- Prospect Discovery to help locate people who are not in the church.
- Counselor to train people to counsel those who make decisions.
- Nursery to take care of small children's needs.
- Children's to take care of small children's needs.
- Youth to prepare special revival emphases for young people.

By the seventh week before the revival, the selection of Ministry Team chairperson by the pastor, church council, or Evangelism council should be determined. These Ministry Team chairpersons compose the Steering Ministry Team. During the sixth week before the revival, each Ministry Team chairperson becomes responsible for selecting, contacting, and enlisting each member of his or her respective Ministry Team. Much prayer must go into the selection of each member this should not be seen as a task of trying to get someone to do a job, but of finding the ones God has called to an important opportunity.

See the resources section of this manual for resources to use in planning for revival meetings and training Ministry Team members. The pastor and/or general chairperson should keep close check on the scheduled activities for Revival Meeting preparation. Below is the "Revival Meeting Preparation Checklist" to use in your planning.