

HOPE **FOR HUMANITY** **REVELATION TODAY**

Coordinator Handbook



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HOPE FOR HUMANITY

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Leadership 101

1. **Cast Vision**

- Take time for prayer, careful thought, and study, and ask for wisdom from God
- Form ideas into a detailed action plan by organizing your thoughts and plans on paper
- Don't be locked in; expect the vision to expand as time goes on
- When communicating the vision, be clear about its importance and benefits, provide enough detail to inspire confidence and support, and speak with enthusiasm and conviction

2. **Bear Responsibility**

- Take ultimate responsibility for carrying out the plan and finding success
- Be willing to do whatever it takes, within reason
- Be personally conscientious, but full of grace toward others

3. **Delegate**

- When recruiting, always reiterate the overall vision and give clear and specific direction
- Be practical and detail out the steps needed to do the job
- Make it easy to be successful
- Investing in people is necessary for sustainable success
- Regularly affirm and show appreciation to those helping to carry the load

4. **Think Ahead**

- Periodically take time to think through what will be needed in the future
- Set timing expectations and lay out the steps needed to meet them
- As soon as you think of a task or responsibility not yet completed, write it down immediately
- Maintain task lists and review them regularly

5. **Think Big**

- Don't be satisfied with what it takes to "get by"; the enemy of great is good
- Regularly look for ways to increase the likelihood of success
- Take time for creative thinking or "brainstorming"

6. **Seek Counsel**

- Know your limitations and enlist help wherever it is needed to get the job done well
- You will never be as good as a team can make you, even in your strongest areas
- Act independently only when time demands it or when the risk is low
- Seek consensus, but don't be afraid to move before everyone catches the vision

7. **Make It Happen**

- Ideas and intentions are worth nothing without action – drive jobs to completion
 - Read chapter 42 of Ministry of Healing, especially the section “Force of Character”
 - Many “lack push,” the “positive traits of character that give power to do something”
- 8. Respond Promptly**
- Keep the “wheels spinning,” the team working
 - If people are waiting on you, nothing is happening
 - Act now or get swallowed up by future responsibilities
- 9. Be Organized**
- Organization gives clarity, inspires confidence, and increases efficiency
 - A definition of organize is to make something functional or coherent – you may have all the right pieces, but if they are not organized no one will catch your vision
 - The most common misconception about organization is that it is wasted time; organizing does cost time up front but it saves time in the end
- 10. Communicate Regularly**
- Consistently communicate important news and developments
 - Send reminder communications to team members, but use discretion about frequency
 - Communicate plans and visions regularly or else “out of sight” will be “out of mind”
- 11. Details Matter**
- “A job worth doing, is worth doing right”
 - The difference between success and mediocrity, or even failure, is in the little things
 - Time taken to do a “great” job instead of an “acceptable” job will come back to bless you
- 12. Stay Positive**
- Be hopeful, always believing that the Lord will bless your efforts in the end; there is no real failure for the hopeful, only steps to success
 - Encourage “dispirited workers” by counting your blessings (Psalm 103) and speaking faith
 - Being positive doesn’t mean blindly assuming things will get better and doing nothing; be painfully honest when evaluating success, then search for solutions and ways to improve
- 13. Seek God, Not Praise**
- Spend time daily in prayer, meditation, and God’s Word; aim to please God
 - When pressures mount, remember that God ultimately carries the burden: “When my heart is overwhelmed; Lead me to the rock that is higher than I” (Ps. 61:2)
 - Be humble and open to criticism, realizing that most people who comment will be critical
 - Don’t require appreciation and you will appreciate it more when you receive it
 - Remember often that God loves you, and is pleased with your honest efforts to serve Him

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Series General Information and Schedule

1. The main website for the series is hopeforhumanity.info. If you have an advertising package through One Accord, you will have an individual page for your location where guests can pre-register.
2. Resources and schedules can be found at hopeforhumanity.info/resources. Please do **not** share this schedule with guests. These resources are only for coordinators.
3. If you are streaming the live series from Baltimore with Pastor John and Dr. Alex Bryant, you can view the series on itiswritten.tv or the It Is Written YouTube Channel.
 - The main meeting will begin at 7:15 pm Eastern Standard Time.
 - There will be a pre-program at 7:00 pm for those who wish to tune in. This will mostly consist of a pre-meeting interview with Pastor John Bradshaw. If you are streaming, it would be a good idea to show this for any guests who arrive early.
4. The schedules on the following pages display the nightly topics and titles.
5. On night two of the series, you should give guests the full schedule so that they can plan to make as many presentations as possible.
6. Please do **not** give them the topic list (pg 7), which displays the topics in a column on the right-hand side. This is provided for coordinators and leaders only, not even for general member attendees. It can prove problematic if you share this lists with guests.
7. Rather, give them the “Guest Schedule” on page 8, which only lists the titles of each meeting.
8. These schedules and other resources are found at hopeforhumanity.info/resources.
9. Please note that the instructions throughout this manual are not dogmatic but recommended. They are based on principle-based methods that have been used multiple times with success. Your site may require different logistics, and you are not locked into every detail provided. However, we recommend that you follow the concepts as closely as possible for the best results.



HOPE FOR HUMANITY

REVELATION TODAY

BALTIMORE 2025 SERIES SCHEDULE

Nightly meetings at 7:15 p.m.
Goucher College

#	Date	Day	Title & Subtitle	Topic
1	10/3	Friday	Hope, Prophecy, and 2025 <i>The master plan for the days ahead.</i>	Daniel 2
2	10/4	Saturday	The Unseen Enemy at Your Door <i>Things are not always as they appear.</i>	Signs/Great Controversy
3	10/5	Sunday	Current and Coming Prophetic Events <i>What happens if things don't change?</i>	Law and Grace
4	10/7	Tuesday	Hope for Humanity: When Justice Prevails <i>When "and justice for all" becomes reality.</i>	Judgment/Salvation
5	10/8	Wednesday	Prophecy and Pardon <i>How does prophecy speak to our current age?</i>	2300 Days
6	10/10	Friday	Prophecy's Day of Hope <i>A defining issue confronting the world.</i>	Sabbath
7	10/11	Saturday	Prophecy's Hijack Heist <i>When history is rewritten, does anyone notice?</i>	Change of the Sabbath
8	10/14	Tuesday	Humanity's Final Deliverance <i>When Jesus makes every wrong right.</i>	Second Coming
9	10/15	Wednesday	Charmed By the Supernatural <i>Are there ghosts in your hometown?</i>	Death
10	10/17	Friday	Revelation's 1,000-Year Prophecy <i>1,000 years that settle the earth's issues</i>	Millennium
11	10/18	Saturday 11:00 a.m.	Hope Beyond Hell <i>A planet restored, a people secured.</i>	Hell
12	10/18	7:15 p.m.	The Subject the Devil Hates the Most <i>Discovering the best way to reset a life.</i>	Baptism
13	10/21	Tuesday	Living Your Longest Life <i>Learning to take control of your destiny.</i>	Health
14	10/22	Wednesday	Revealing the End-Time Antichrist <i>Unraveling the truth from tradition in the last days.</i>	Antichrist
15	10/24	Friday	The USA in Bible Prophecy <i>America and its place in the world today.</i>	USA in Prophecy
16	10/25	Saturday 11:00 a.m.	The Mark of the Beast <i>Understanding the issues in earth's last days.</i>	Mark of the Beast
17	10/25	7:15 p.m.	Prophecy's Final Fallout <i>Discerning the genuine from the false.</i>	Fall of Babylon
18	10/28	Tuesday	Finding Light in the Darkness <i>Navigating a confusing maze.</i>	Remnant Church
19	10/29	Wednesday	Revelation's Destiny for Humanity <i>How God will lead His people in the last days.</i>	Advent Movement
20	10/31	Friday	Strength in the Journey <i>The gift that keeps on giving.</i>	The Holy Spirit
21	11/1	Saturday 11:00 a.m.	The Best Is Yet to Come! <i>How true can it really be?</i>	Heaven



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REVELATION TODAY

Nightly Schedule (Live Stream on It Is Written TV)

6:15pm – Staff Arrival Time (*first 3 meetings*)

6:30pm – Staff Arrival Time (*subsequent meetings*)

7:10pm – Local Welcome and Announcements (first night will take a little longer)

7:15pm – Live Program Begins*

- Welcome by MC
- Bible Questions with Speaker
- Special Music
- Message
- Appeal and Closing Prayer – Some nights will have decision cards

8:30pm – Local Wrap and Prayer. Make this brief and do not hold them more than a few minutes. Thank guests for coming. Make any short announcements. Mention the next meeting.

The goal for the livestream is to end at 8:30pm nightly; however, some nights may go longer. Please be aware of this.

***7:00pm** – Optional pre-program on itiswritten.tv. Play this at 7:00pm as guests come early if you choose. If you do this, do your local welcome at 6:55pm.

Nightly Schedule Sample (Live Speaker – Not following the Livestream)

6:15pm – Staff Arrival Time (*first 3 meetings*)

6:30pm – Staff Arrival Time (*subsequent meetings*)

7:15pm – Local Welcome and Announcements (first night will take a little longer)

7:20pm – Nightly gift drawing (optional)

7:23pm – Bible Questions with Speaker (3 maximum)

7:30pm – Special Music (Optional if available – no music is better than bad)

7:30pm – Message

8:15pm – Appeal and Closing Prayer – Some nights will have decision cards

8:25pm – Local Wrap and Prayer. Make this brief. Thank guests for coming. Make any short announcements. Mention the next meeting.

Note: Your starting time may be earlier than 7:15. You can use the same format with the adjusted time. Whatever your starting time, your meeting should run for 1:15 to 1:30 at most. If you opt to not do drawings or music, you can go straight into the meeting following announcements, but know that some may be late.

General Guidelines for Staff

1. **Arrival Time.** Arrive 1 hour before start time the first 3 meetings. For future meetings, arrive 30-45 minutes before start. Have a few minutes of staff prayer and instruction no later than 30-40 minutes before start time. When baptismal classes are added later, arrival time will be 20 minutes before the class.
2. **Dress & Hygiene.** Dress code is business casual. All staff should dress modestly and neatly, avoiding jewelry or heavy perfumes and taking care to maintain proper hygiene.
3. **Name Badges.** Wear a name badge if you are serving in an area that is in direct contact with the guests (Greeter, Registration, etc.).

Tips for Church Members

1. **Conduct yourself like a visitor.** Register, fill out decision cards, take handouts, and avoid conspicuously gathering in groups with other members.
2. **Give opportunity for visitors to respond.** Avoid shouting out every answer. Answering the speaker's questions can be helpful, but don't give the impression that you already know everything the speaker is saying.
3. **Be friendly and pray.** Sit by or near visitors and be friendly. Pray for the speaker and the visitors, especially during appeals.

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Personal and Church Evangelism Soul-Winning Plan

Before the Series:

- 1. Pray for Interests.** Pray for those for whom you labor.
- 2. Build Relationships.** Hold “soil preparation” events – health, socials, community service, concerts, etc. – to minister to needs and build relationships with people in your community.
- 3. Literature.** Distribute literature and offer Bible studies to as many people as possible.
- 4. Bible Studies.** Engage in personal or small group Bible studies with as many people as possible. The more Bible studies during pre-work the greater the harvest at the meetings!!!
- 5. Reclaim Former and Inactive Members.** Visit, get reacquainted, invite to “soil preparation” events, and finally invite to the evangelistic meetings.
- 6. Personal Invitations.** Personally invite family, friends, neighbors, co-workers, and any other potential interests for whom you have been praying and laboring to the evangelistic meetings. Also invite everyone on your existing interest lists to the meetings.
- 7. Mass Advertising.** Use mass handbill mailings to reach everyone within a reasonable drive time from your church (20-30 minutes or less).
- 8. Pre-Registration.** Collect names and contact information of those planning to attend using pre-registration.
- 9. Pray for Pre-Registrants.** Pray for each pre-registrant by name.

During the Series:

- 1. Registration & Attendance Tracking.** Collect names and contact information using guest registration and attendance tracking.
- 2. Daily Review of Attendance Report.** Produce and consistently review a full attendance report the day after each meeting. Evaluate the spiritual progress of each guest.
- 3. Pray for Guests.** Pray for each guest by name.
- 4. Socialize.** Be social and friendly with the guests.
- 5. Contact Non-Attending Pre-Registrants.** During the first week, send a letter and/or email, call, or visit those who pre-registered but have not attended, assuring them that it is not too late to attend.
- 6. Contact Non-Attending Personal Invites.** During the first week, call or visit those you have invited but who have not attended.
- 7. Weekly Letters.** Send weekly letters to all guests to inform of upcoming topics and encourage attendance.
- 8. Contact Missing Guests.** Regularly call or visit those who missed two nights in a row or more. Church members or the speaker/pastor can do this. Make special efforts to contact those who miss more than one night after a sensitive topic or testing truth.

9. Spend Time with Guests. Spend as much time as possible with the guests before and after each meeting.

10. Resource Table. Sell tracts, magazines, books, and CD/DVD/media cards of the meetings at cost to affirm the truths being presented and lead to positive decisions.

11. Visit Regular Guests. After approximately 1/3 of the meetings, begin meeting with consistent guests personally before each nightly meeting or at their homes on off days/nights. Announce publicly that you would like to meet with everyone for feedback as to how we can improve and to address any personal questions.

12. Decision Cards. Use decision/response cards (5 in IIW series) to encourage, identify, and record spiritual decisions of guests.

13. Decision Cards Follow-up. Visit at the hall or in the home with those who mark positive decisions, especially for salvation, baptism, or the Sabbath, and offer prayer and encouragement.

14. Importance of Sabbath Decision. The decision regarding the Sabbath is often the deciding factor as to whether guests will continue studying with us. When visiting with guests in the second half of the series, ask, "So how have you felt about the meetings so far? Have you learned anything new? I know for many people the truth about the Sabbath can be surprising. Was that different for you?" Get them talking about it and encourage them to obey. Remind them of Jesus' words, "If you love Me, keep My commandments." Share stories of faith and obedience. Say, "The Lord will help you. God will honor those who honor Him." If someone has continued attending after the Sabbath presentation, but then stops coming due to some other topic (death, Spirit of Prophecy, lifestyle, etc.), visit with them and bring their attention back to the Sabbath. Even if they disagree on a different topic, does that make the Sabbath unimportant? Can they conscientiously continue worshipping on Sunday and violating one of the Ten Commandments? Suggest that they might worship with us on Sabbath even if there are other areas where we currently don't see eye to eye. The key is to keep them coming so that their hearts will soften and become receptive.

15. Baptismal Classes. After the baptism presentation is made and decisions for baptism or rebaptism are collected, hold baptismal classes each evening before the main presentation. Announce that the class is open and everyone is invited and encouraged to come.

After the Series:

1. Follow-up / "Phase 2" Meetings. About halfway through the baptismal classes, the main Discovering Revelation series will conclude. Have a second series that continues at a slightly slower pace (two weeknights plus Sabbath School). We recommend using the It Is Written Bible Study Guides or a similar series that will review the subjects you have just covered in the meetings. This series can begin during Sabbath School time while the Discovering Revelation meetings are still going on and should continue with no breaks after the main Discovering Revelation meetings are over.

2. Final Baptismal Preparation. Begin personally meeting with each baptismal candidate near the end of the baptismal classes to lead to final decisions for Christ and to ensure readiness for baptism.

3. Baptisms. Baptize those who are ready!

4. Spiritual Mentorship. Immediately assign a mentor to each new member who will utilize

the Discipleship Handbook for church integration and discipleship, including ongoing weekly meetings between the mentor and new member.

5. Bible Study Follow-up. After the meetings have ended, begin Bible studies with anyone who is still interested but who missed a large portion of the meetings. Visit everyone who attended at least once but stopped coming and everyone who pre-registered but never attended. Offer personal or DVD Bible studies and invite to church events.

Our goal is not merely to hold a well-attended event, but to win souls. We can't assume that people will keep coming and eventually become members without earnest prayer, personal labor, and a clear process that leads to positive decisions for Christ and the truth!

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Core Team Roles and Responsibilities

Note: Some of these roles may need to be scaled back depending on the size of your church. Do your best to fill them with volunteers, but the most important areas are registration, greeters, and ushers during the meeting, visitation outside of each meeting, and discipleship after the meeting. These are not negotiable.

1. Team Roles

- Evangelism Committee*
- Pre-Work Committee*
- Meeting Coordinator/Campaign Secretary
- Speaker
- Platform Host*
- Prayer Coordinator
- Visitation Coordinator
- Advertising Coordinator*
- Children's Program Coordinator
- Greeter/Parking Attendant Coordinator
- Registration Table/Attendance Tracking Coordinator
- Usher/Row Host Coordinator
- Materials/Resource Table Coordinator* (*falls under Campaign Secretary*)
- Audio/Visual Coordinator*
- Music Coordinator*
- Janitorial Coordinator*
- New Member Discipleship Coordinator*
- Refreshment Table Coordinator* (if refreshments provided)

2. Evangelism Committee*

- Gives overall direction to plans and preparations for the meetings
- Develops meeting budget
- Assembles team of coordinators
- Meets on regular basis or as needed
- Committee consists of:
 - Personal Ministries Director
 - Personal Ministries Secretary
 - Pastor
 - Representative elder
 - Bible Worker(s)
 - Meeting Coordinator (if not one of the above)
 - Other coordinators or church members as needed

3. Pre-Work Committee

- Plan an effective outreach program that incorporates all phases of the GROW Cycle:
 - Friendship evangelism
 - Literature and GLOW distribution
 - Bible study emphasis – get as many Bible studies going as possible!
 - Door-to-door witnessing
 - Involving members in the *7-Point Invitation Plan*, urging members to invite people to the meeting. It has proven very effective when utilized.
 - Other creative evangelism pre-work based what works in your local area.
- The committee consists of:
 - Personal Ministries Director
 - Personal Ministries Secretary
 - Pastor
 - Bible Worker(s)
 - Advertising Coordinator
 - Other church members with a passion for soul-winning

4. Meeting Coordinator/Campaign Secretary

- Oversees the smooth operation of the entire evangelistic series
- Go-to person for questions and concerns of coordinators and other church members related to the meetings (rather than the pastor/speaker)
- Often the Personal Ministries Leader or an elder

5. Speaker Options

- You can stream the meetings from Baltimore via It Is Written TV or Youtube.
- You can use the It Is Written Hope for Humanity sermons and powerpoints with a live speaker, whether your pastor, elder, or capable speaker. There may be quality speakers in nearby churches.

6. Platform Host

- Recognized as the host of the local program
- Begins the program each night with a welcome, opening prayer, and announcements
- Consults with Meeting Coordinator to ensure that important program changes and announcements are made each night
- No more than two platform hosts are preferred.
- If you are streaming, the hosting need only be minimal, as there will be a host at the main site.

7. Prayer Coordinator

- Organize one or more prayer bands that will meet regularly to pray for the upcoming meetings, for members' contacts, and for the church's spiritual readiness (a sign-up sheet at church is an easy way to facilitate this).
- Give a short presentation on the power and necessity of prayer
- Work with the meeting coordinator, platform chair and speaker to include prayer requests in the question box during the series.
- Schedule a rotation of your prayer bands to pray each night during the meeting. Meet in a designated prayer room for fifteen minutes at the start of the meeting, and then transition into the meeting, praying silently for each guest. In addition to praying for the speaker, staff, guests, and the outpouring of the Holy Spirit, remember to pray each night for the requests that have been turned in.

8. Visitation Coordinator

- Works closely with the pastor / speaker(s) and coordinator to maintain contact with visitors via weekly letters, phone calls, emails, and home visits
- Organizes visitation teams
- Arranges for weekly letters to be sent to attendees, notifying them of upcoming topics and special gift offers for attending on certain nights
- Arranges for email reminders to be sent to attendees
- Arranges for phone calls and home visits to be made as appropriate to:
 - Encourage attendance of those who pre-registered but have not come
 - Encourage the return of missing attendees
 - Answer potential objections of attendees who have stopped coming after a sensitive topic has been introduced
 - Take meeting handouts and CD/DVD/media cards to missing attendees
 - Visit regular attendees to encourage continued study and attendance and to lead them to make positive decisions to follow the truth

9. Advertising Coordinator

- Contact **One Accord** for advertising packages available to local churches to reach your territory with the right promotional saturation for the meetings.
- You can expect between 0.5-2 people to attend from handbill mailing for every 1,000 handbills mailed. This is normal for regular advertising, and it is still the most effective way to get people to attend. Based on how many visitors you are able to accommodate, you should plan accordingly with your advertising. One Accord can create custom packages to meet the needs of your local area. You can reach One Accord at 1 (888) 984-1844.
- Ensure all advertising is ordered well in advance and displayed in a timely manner. The following are ideas, but not every item listed is required. Do what is most effective in your area and your budget allows.
 - Handbills, GLOW tracts, Banners, Yard signs, Billboards, Radio ads, Newspaper ads, Internet and Social Media ads are all effective.
- Train church members in social media advertising/invitations (Facebook, Instagram,

Twitter, etc.) and regularly encourage/remind church members to advertise using social media before the series

10. Children's Program Coordinator

- Organize child care for children; in some cases, there may be two separate programs, one for younger children and one for older.
- Some churches may not be able to accommodate smaller children.
- The **Buried Treasure** program by It Is Written is an excellent program that requires minimal preparation. It allows children to study the Bible, create crafts, and play games each night. The program correlates with the topics in the evangelistic series. It can be purchased through the It Is Written online store at itiswritten.shop or calling 888-664-5573
- Recruit volunteers to run the children's program each night, and make sure they
 - Complete online training and background check with Adventist Screening Verification at <https://www.nadadventist.org/asv>.
 - Be there at least an hour early the first two nights, and at least 35 minutes early on all other nights
 - Be able to stay until all children have been picked up (sometimes parents need time to ask questions after the meeting)
- Provide a sign-in sheet where parents sign their children's names and their own names; be sure that the same person who signed the child in signs them out
- Organize follow-up for children who make decisions to accept Jesus
- Be sure to order children's program materials in advance

11. Greeter/Parking Attendant Coordinator

- Assemble and organize a team of greeters and parking lot attendants (opening night and other nights as needed), and ensure that a sufficient number of volunteers are present at each meeting
- Train greeters to make friends and give a good first impression
- Remind staff and church members to leave the best parking spots for guests
- Ensure that umbrellas and flashlights/guide lights are available to be used by greeters and/or parking lot attendants as the circumstances require
- Train parking lot attendants how to guide attendees to the appropriate parking spaces and to be warm and friendly with the guests
- Arrange for someone to be at the venue each evening before the meeting in time to get temperature controls adjusted and have doors unlocked (at least an hour before the meeting)

12. Registration Table/Attendance Tracking Coordinator

- Train registration team beforehand on the registration process
- Be at church an hour early the first two nights, and at least 35 minutes early on subsequent nights.
- Oversee efficient and organized registration on opening night
- Ensure that attendance is tracked at every meeting and updated nightly

- One Accord is the official partner of It Is Written for Interest tracking.
- See their website at OneAccord.cc or call to obtain your subscription access. If you order an advertising package with them, the subscription will be included
- Provide a printout or email attendance report to speakers, coordinators, visitation teams, and the prayer coordinator as soon as available (no later than the day after the meeting)

13. Usher/Row Host Coordinator

- Assemble and organize a team of row hosts/ushers and ensure that a sufficient number of volunteers are present at each meeting
- Secure decision cards, pens, etc., before the meetings in which these materials will be required – distribute to row hosts/ushers
- Train row hosts/ushers to:
 - Help people find seats
 - Be friendly and make attendees comfortable
 - Distribute and collect decision cards, pens, etc.
 - Take up offerings when needed
 - Bring in extra chairs if necessary
 - Watch for need of climate control (people putting on sweaters or fanning themselves, etc.)

14. Materials/Resource Table Coordinator*

- Order, purchase, or print materials to be handed out to attendees:
 - Study guides used as nightly handouts
 - Decision cards
 - Offering envelopes
 - Pens for ushers
 - Gift books, CD/DVD/media cards. Materials can be ordered through It Is Written at 888-664-5573 or itiswritten.shop
- Double-check that materials to be handed out match each night's topic. A nightly literature handout sheet is in this booklet.
- Appoint people (greeters are a good choice) to stand at each door and pass out materials as attendees leave
- Make sure materials from past nights are available each night
- Use a nightly resource schedule to ensure that materials are not put out on a topic that has not yet been presented

15. Audio/Visual Coordinator

- Assemble an audio/visual team to ensure the following is performed:
 - Set up projection screen each night (make sure you have all cords, cables, and adapters prior to opening night so that additional equipment can be obtained if needed; test all equipment, and have a spare projector bulb on hand)
 - Assist the speaker as needed in setting up laptop projection each night
 - Set up and test audio system for speaker, host, and music each night
 - Instruct all participants on the use of the microphones

- Set up and record audio or video of each night's presentation (if applicable)
- Produce CD/DVD/media cards for each presentation (if applicable)
- Arrive at venue at least an hour early the first two nights, and at least 45 minutes early on subsequent nights

16. Music Coordinator

- Selects the participants for the musical selections to be performed
- If you are utilizing the livestream, special music is provided in the program.
- Arrange a music schedule in coordination with the speaker/platform host that may include one or more of the following:
 - Soft instrumental music to be played before or after the meeting
 - Musical selection before the message (not needed in livestream)
 - Appeal music at conclusion of the message (not needed in livestream)
- Make sure a piano is available and has been recently tuned
- Provide guidance on music expectations to those performing

17. Janitorial Coordinator

- Arrange for meeting site to be regularly cleaned – floors, bathrooms, tables, etc.
- Clearly outline the cleanup process so that volunteers know exactly what needs done and the products or process to accomplish the task
- Schedule deacons or other helpers so that the burden does not rest on only one or two people – many hands make light work
- Each night, supplies should be restocked and areas refreshed

18. New Member Discipleship Coordinator*

- Prepare a welcome gift for new members
- In consultation with the pastor, match each new member with a spiritual mentor who will meet weekly after baptism to continue the discipleship process
- Ensure that systematic discipleship is being conducted with all new members, with a resource such as the *Discipleship Handbook* produced by the GC
- Ensure that an ample supply of the *Discipleship Handbook* is available for the upcoming mentors and new members
- Maintain regular contact with the assigned mentors, such as a monthly meeting, to get updates on the discipleship progress and to provide support and accountability to mentors

19. Refreshment Table Coordinator* (if refreshments are provided)

- If you choose, arrange for volunteers to provide refreshments at each meeting
- Make the refreshment table attractive to guests. This time is very helpful in building relationships with community guests.
- Provide guidance to volunteers in terms of what refreshments to provide (healthy snacks, drinks, cookies, etc.

HOPE FOR HUMANITY

REVELATION TODAY

Greeters General Guidelines

Greeting is very important because first impressions are often lasting and you want people to feel welcome at the seminar.

- **Choose the right people!** You want those who are friendly, warm, and can make others feel at home. While a warm handshake is appropriate, discourage hugging guests, especially the first night!
- **Get enough greeters.** Make sure you have enough for every entrance. Everyone who comes through the door should receive a smile and a warm welcome and be given directions as to where to go.
- **Encourage greeters to be on time.** Greeters should arrive 45 minutes before the meeting (1 hour the first three nights) and stay at their post for at least 30 minutes after the meeting begins so latecomers are also greeted. They should resume their post 15 minutes before the meeting ends so they can be ready to handout supplementary study materials to those leaving.
- **Have greeters learn names.** As the series continues, greeters should make an effort to learn the names of the attendees. This not only helps to provide a more personal greeting, but it can also be helpful information for the speaker as he or she tries to learn names, too.
- **Train greeters.** Show the greeters where to stand. Ask them to smile, shake hands (don't hug guests), and direct guests to the registration table. Suggest a sample greeting such as, "Welcome to Revelation Today: Hope for Humanity! We are so glad you are here. Come right this way to the registration desk."
- **Greeters must not run ahead of the speaker.** If the guests ask about a topic that has not yet been presented, say, "That's a good question. I will let the speaker answer that for you," and direct them to submit that question to the speaker.

Greeter Instructions

Please be at the hall one hour before the meetings begin on opening weekend and 45 minutes after opening weekend. Please read before greeting!

Greeters will be responsible for standing at the front door to the church each night and welcoming the guests and showing them to the registration tables. This is one of the most important jobs during the meetings. A warm smile, handshake and *"Welcome to Revelation Today: Hope for Humanity! We're Glad you're here! I'll take you to registration"* works well!

Duties of the Door Greeters:

1. BE ALERT!!! Watch what is going on. Try not to engage in long conversations with the other greeters to increase focus on the visitors.
2. Greet each person with a smile and **direct them to the registration table.**
3. Encourage *everyone* to fill out a registration card unless they absolutely refuse. Let them know that it is for the free drawings and gift books.
4. Once the meeting gets underway, please sit in the back of the sanctuary during the meeting so that you will not disrupt when you get up toward the end.
5. Shortly before the close of the meeting, please be ready at the front door to greet them as they leave. With a warm smile say... "Have a great evening! We'll see you tomorrow night!"
6. Following the meeting, you will pass out that evening's handout and free resource. Please stage yourselves to easily reach everyone quickly. The materials coordinator will give you the items to pass out that evening. You may want to collate or organize them according to what is most efficient for you.
7. Please avoid Adventist language like "Happy Sabbath" (until after we cover it).

For Church Members in the Sanctuary:

1. Walk around in the sanctuary before the meeting greeting people.
2. Remember the FORT or TOPICS method.
 - a. FORT: Family, Occupation, Religion, Testimony
 - b. TOPICS - Today, Occupation, Parents, Place, Interests, Current Events, Share something about yourself.
3. A good example for the first night would be:
 - i. "Hi, my name is _____. What is your name? Is it great to have you here this evening! Do you live here in the area? How did you hear about the series? I am excited about all of the topics that are in the flier! It's going to be a great study series. I hope that you enjoy it. Please let me know if you need anything!"
4. Try not to look too obvious in looking for someone to greet. Don't bounce from one person to another but take time with each person.
5. If you have greeted those present, wait quietly in the back until someone comes in.
6. Try to learn people's names and call them by them each evening!
7. Avoid Adventist language like "Happy Sabbath" (until after it is covered), etc.
8. Please mingle with the visitors (not each other) after the meeting.
9. Stick around each evening to build relationships.

HOPE FOR HUMANITY

REVELATION TODAY

Registration & Interest Tracking General Guidelines

Registration is vital. It tells you who are attending, their names, their religious background, and how they learned about the seminar (advertising). Registration also allows you to contact those attending. You can send out a weekly letter letting them know about upcoming sessions or any changes or special features. The speaker or church members can also use the contact information to make important calls and visits to those making decisions.

Have friendly and efficient people doing registration. Like greeters, your registration team should create a positive first impression for your guests. Smile and say, “We are so glad you are here. Would you be so kind as to fill out this registration card to tell us how you heard about the seminar?”

Register everyone on opening night – guests and church members alike. On subsequent nights, you will only register first-time attendees while checking in returning guests. Some people won’t register even if you ask and that is okay. Don’t pressure them. If they ask why you want them to register, tell them it is to help us learn what forms of advertising worked best and to keep them informed about upcoming sessions or changes regarding the series. Also, you want them to be able to obtain the free resources and gifts.

Pre-registrations. The promotional website encourages people to pre-register in order to receive a free gift. Print this list off and have it available for your registration team. When guests come to the registration table, ask if they have pre-registered and if so give them the gift. Still have them fill out the registration card so you can learn how they heard about the seminar and to be sure you have accurate and up-to-date contact information. If you are not doing pre-registration, then just register everyone as normal.

You will need a way to track the nightly attendance and decisions made by those attending. If you have ordered an advertising package with One Accord, that package includes a subscription to their interest tracking software. This is dynamic software, and It Is Written highly recommends this software. One Accord can provide more information and training for all aspects of their software.

Before each meeting, as a back up in case of internet failure or other complications, print a report with guest names to use as a check sheet to record guest attendance. After each session, enter the information from new registration cards, update previous attendee attendance, and record decisions from the decision cards. Be sure to stay on top of these entries each night, as it can quickly become confusing if you do not.

Registration Instructions

Every Assistant Must Read

1. **Welcome** people with a smile.
2. **Greet** new visitors with, "Welcome to Revelation Today: Hope for Humanity!" We are so glad you are here! Let's register you so that you can be sure to receive all your materials and gifts.
3. **Why Register?** If they ask why they should register, here are 4 good reasons:
 - They will get in on the nightly drawing.
 - There are several gifts that will be based on attendance
 - So we can be sure to have enough nightly handouts
 - So we can let them know about future seminars
 - *The goal is to have everyone register!* If people refuse after you give them the reasons, don't force them.
 - Most people will register without a problem, but some might resist. Gently encourage them if they do, but don't force them.
4. **Registration Card**
 - When a person comes to the desk, hand them a registration card as you welcome them.
 - Every person (including church members) should fill out a registration card. If they ask if they still need to b/c they pre-registered online, tell them yes let them know that this will make it easier for them to check so that they can get the gifts & studies each night. The online pre-registration was to simply save them a seat.
 - Once they fill out the card, take it back and invite them to enter the hall where the meeting will be.
 - You can give them their free gift if you are using one.
 - If you are using One Accord Interest tracking, utilize the training they have shared with you. It may be that you use a different registration process than listed above, and that's ok. The key element is to get their full contact information.
5. **Bibles** - Ask if they need to borrow a Bible - they can check it out and return it after the meeting. Write their name on a sheet of paper and place it in the inside cover with the name sticking out so that you can easily find it for them the next night. They will need to return it each night after the meeting. Tell them that once they have attended 10 nights, the Bible is theirs to keep.
6. **After Registration Process:** Guard the registration cards and names with your life! You will need to enter the names & record attendance into disciples each evening. You may do this during the meeting when things slow down. Otherwise, it will need to be done right away after the meeting.
 - You should create a new attendance report each evening. It should be emailed to the speaker, Pastor, head elder, series coordinator, and prayer team.
 - Do not send to other people unless given permission by the pastor. There can be those who would use the list to send negative literature or try to detour guests from attending.
7. **What to give them other nights:**
 - On night 2, we will give out the full schedule and to every new person that comes after that.
 - On other nights, there will sometimes be a free attendance gift (see materials schedule). Sometimes, that will be given at Registration when they check in. Other times, it will be given by the greeters as the guests leave. If you are not using the extra materials, then don't worry about it. These are additional options.
8. **Nightly Attendance** - Each evening, after their first night, they will check in to the meeting. You should have a printed check list each day as a back up with all the names to be sure you are able to check them off if needed. Of course, if they are new any night, they will fill out a card. If you are using One Accord, then you will enter them electronically in the system by their name.

Thank you so much for all of your help each evening! We could not do the meetings without you!



Interest and Missing Member Letters

It is a good idea to mail an interest letter to those who are already connected to your church in some form and invite them to attend the evangelistic series. We recommend one to two weeks before the series.

It is also a good idea to mail a letter to missing members. They will often attend the series, and some will rejoin the church or begin attending regularly again.

The following pages are the letters we would recommend you to send, but feel free to use what works best for your location. You can find the files to these letters on the resource website, hopeforhumanity.info/resources

For both letters, be sure to include a brochure for the meetings.

Find Following:

- Church Interest List Letter
- Missing Member Letter

September 29th, 2025

Greetings Friend!

Thank you for your past interest or attendance at one of our events or church services. On behalf of our church, you are truly appreciated and valued as a part of our church family. You are always welcome anytime the doors are open!

We want to inform you about an exciting event coming to our area that we will host live. **It Is Written is a global television media ministry and will conduct Revelation Today: Hope for Humanity, a multi-part Bible prophecy study series with Pastors John Bradshaw and Alex Bryant starting October 3.** With uncertainty and unrest on almost every level, the Bible is the most relevant book on earth. Revelation Today: The Hope for Humanity will unlock the mysteries of Bible prophecy and reveal answers to otherwise unanswerable questions. The series will help you understand what is happening on earth behind the scenes and present hope that will change the way you look at life and the future. Hope for Humanity will bring the Bible to life and offer practical principles for daily living to help you in the storms of today and tomorrow. Please plan to join us in person! Pastors John and Alex are excited to share compelling truths that have changed their own lives!

Opening weekend is October 3-5, but the series will continue until November 1. You will receive free study materials, gifts, music, and a relaxed atmosphere at each meeting. Please feel free to invite your friends and family to attend with you. We would love for them to join in this once-in-a-lifetime experience! Don't miss this dynamic series brought to you by It Is Written!

Visit hopeforhumanity.info for details to pre-reserve your seat. You will receive a free gift on opening weekend from It Is Written. **Revelation Today: Hope for Humanity** will be a friendly environment that everyone can relax in. Please come as you are - work clothes, jeans, t-shirts; it doesn't matter. Just come and enjoy! We look forward to seeing you again or meeting you for the first time if we haven't met before. You will be inspired and encouraged each night! May God bless you as you experience the hope that is yours in Him.

Warmly,

September 29th, 2025

Dear Church Family,

I hope you have been blessed this year. We have been praying for each of you that Jesus would draw close to you and your families. As the world continues to change, it becomes more evident every day that Jesus is coming soon. God wants to draw us closer to Himself as these changes impact our world. It is our prayer that all of God's people will be ready for this wonderful day in our near future.

There is an exciting event coming to our area that I would like to make you aware of called **Revelation Today: Hope for Humanity**. Despite so much skepticism today, the Bible remains the most relevant book in modern times, especially for Seventh-day Adventists. Everything we have believed from the Bible is now a present reality. I would like to personally invite you to this special series and encourage you to invite others.

The speakers, Pastors John Bradshaw and Alex Bryant, bring an exciting, Christ centered approach that is dynamic and inspirational. They look forward to sharing how God has changed our lives. It Is Written is known around the world for its television programs. You have likely watched them at some point. I encourage you to attend each night as the messages bring your heart closer to Christ! Feel free to invite others you believe would benefit.

You may also visit www.hopeforhumanity.info to see more information and reserve seating. **Revelation Today: Hope for Humanity** will be a friendly environment that everyone can relax in. Please come as you are: work clothes, jeans, t-shirts; it doesn't matter. Just come and enjoy! We look forward to seeing you!

Warmly,

HOPE FOR HUMANITY

REVELATION TODAY

Weekly Letters

It is very important to mail a weekly letter to your interests attending the meetings. It allows you to connect with them outside of the meetings and informs them of important upcoming information. You will also find that many will return because of the letter.

Mail them beginning the first Monday after the opening weekend. You can mail them every Friday or Monday each week after. Send them to your entire list each week, even if they stop attending. You may wish to engage the entire church each week in helping to prepare them. If you have added details for your local site, please feel free to tweak the letter to meet your needs.

The following pages are the letters we would recommend you to send, but feel free to use what works best for your location. You can find the files to these letters on the resource website, hopeforhumanity.info/resources

Mailing Schedule

Letter 1 – October 6 (Be sure to include a full guest schedule for the series with this letter)

Letter 2 – October 10 or 13

Letter 3 – October 17 or 20

Letter 4 – October 24 or 27 (Send any follow up fliers or information about continued Bible study)

Letter 5—Optional...You can create a custom letter from your church to mail to your interests, informing them of the follow-up Bible studies, upcoming church events, and an invitation to worship on Sabbath mornings. Mail it on October 31 or November 3.

October 6, 2025

Dear Friend,

We hope you are having a super week. Thank you for attending Revelation Today: Hope for Humanity! The Bible is a powerful book that definitely speaks to our time. It gives us such hope and peace as we place our total trust and faith in Christ as our Savior. It is accurate and has foretold history thousands of years in advance. What we know for sure is that Jesus is coming very, very soon!

We have some good news! As we mentioned before, our seminar will be continuing beyond the nights advertised in the flier. I have enclosed a full schedule so that you can make plans to attend all of the meetings that you can. We hope you can join us for all of them. **Please do invite a friend to come!**

This weekend, we will study some powerful topics from Bible prophecy. Are we living in those times now? Bible prophecy will speak clearly as we jump into the prophetic books of Daniel and Revelation. There is good news for you in the judgment, and you don't want to miss the exciting hope that God has for you. We have a lot of great topics coming up, including the antichrist, the mark of the beast, and the United States in Bible prophecy! Stay with us each night as the topics will build on each other.

Don't forget to bring your completed It Is Written Bible Study Guides to the resource table. They will be graded and returned to you. You will receive a certificate and special gift when you complete them all. We have several other resources that we will be giving away throughout the series. You owe it to yourself to see what the Bible says for the times in which we live, and we are here to help you in that journey. We look forward to serving you in any way we can.

Prophecy indeed offers hope, as Jesus' greatest desire is to live in our hearts and prepare us for eternity with Him. He gives us strength each day for every trial. His promises are sure! May God be with you in a personal way as you continue to grow in your understanding of His Word. We look forward to seeing you this weekend and next week. I would love to meet you personally after the meeting, so please introduce yourself. God bless you as you continue to study His Word and live by faith each day.

Warmly,

Pastors John Bradshaw and Alex Bryant



October 10, 2025

Dear Friend,

We hope that this note finds you well. It's amazing to see the truth that God has revealed to us through prophecy. We encourage you to put attending the series at the top of your priority list, as this Bible truth is much too valuable for the times we are living in. As we have seen during the meetings, we are living in the time of final judgment. The second coming of Jesus is near. He has provided everything we need to be ready. Let us grab hold of Jesus and His promises in faith as we look for Him to come in the clouds of heaven! We want you to know that we are praying for you by name each day in our personal prayers. You have come close to our hearts during this series!

Bible Prophecy reveals the deep love of God for each one of us. His willingness to be our substitute and take the death we deserved to give the eternal life He deserves is the greatest love in the universe. Nothing else can match it, and we find our identity and purpose in Him. He gives us peace and rest for our souls like nothing else can. We also learned about God being our creator and the memorial of Creation and our re-creation from sin, the Biblical seventh-day Sabbath. It is a beautiful picture of God's goodness to give us this precious gift! Jesus calls us to follow Him in this truth today. Every detail of truth is important to God and has a purpose. If it's in the Bible, He invites us to follow it, even if the world says it's inconvenient or unpopular.

We cannot separate Christ from His teaching. It is all revealed in prophecy, so keep coming to find out! Our sole motivation for obeying Jesus is love! Christ is drawing each of us closer to Him. Make Him and His Word the cornerstone of your life and build everything else around that. We know that the enemy will bring some life challenges when following the new truths that you are discovering, but we assure you that Christ is there beside you and will help you each step of the way. Only trust Him, obey Him, and give Him your heart each day, and you will experience His peace continually!

As we move into additional exciting topics, the best subjects are just in front of us. Some include: The USA in Bible Prophecy, The Mark of the Beast, The Anti-Christ, and more. You owe it to yourself to keep coming and finish strong. This weekend, we will talk about what happens at death, the great deception of spiritualism in the last days, the 1,000-year millennium of Revelation chapter 20, the battle of Armageddon, and more! You won't want to miss! I have attached another schedule for you in case you need it.

This Saturday, we invite you to attend a *morning* meeting called "Hope Beyond Hell". We'll study Revelation's Lake of Fire and ironically discover it to be good news. Is God an evil tyrant? Can He be a just God and oversee hell? **Come and see this Saturday at 11:00am.** We look forward to you joining us!

As we continue ahead, we pray that you will be blessed as you continue studying God's Word in prophecy. We will see you this weekend and next week! It will be dynamic and power-packed, so don't miss a single meeting!

Warmly,

Pastor Alex Bryant
Pastor John Bradshaw



October 17, 2025

Dear Friend,

We hope you are well this week! God is building a big picture of Jesus and Bible prophecy for us at each meeting. We are gaining hope and confidence as we see that God has a great plan for the world and our lives. As we move into the 2nd half of the series, the best subjects are just in front of us. Some include: The USA in Bible Prophecy, The Mark of the Beast, The Anti-Christ, and more. You owe it to yourself to keep coming and finish strong!

This weekend promises a continued deepening of Bible study! This **Tuesday, we will cover “The Rx Reset: God’s Health Plan for the End of Time”**. You will be amazed to see how much the Bible speaks about health and the end of time! God has a plan for us that will **On Wednesday, we will cover the Anti-Christ. Friday, we will study the USA in Bible Prophecy. Saturday morning, our topic is The Mark of The Beast. Saturday night, the Scarlet Woman of Revelation 17.**

We encourage you to follow every truth God has shown you and allow Him to continue to transform you by His grace. Every detail of truth is important to God and has a purpose. He decides the details, even down to the day of worship. As we have learned the truth of the Bible Sabbath, and it is important to follow Jesus, the Apostles, and the early church’s example in keeping it holy and coming together to worship Him as the body of Christ on that day. Remember, the change to another day came from man, not God, just as prophecy predicted it would long ago. He has people in every church, but He only has one truth, and whatever the Bible speaks is truth, regardless of what man says. If it’s in the Bible, He invites us to follow it, even if the world says it’s inconvenient or unpopular.

Our sole motivation of keeping all of His commandments is love! Christ is drawing each of us closer to Him. Make Him and His Word the cornerstone of your life and build everything else around that. God will take care of you for honoring Him. We know that the enemy will bring some life challenges when following the new truths that you are discovering, but we assure you that Christ is there beside you and will help you each step of the way. Only trust Him, obey Him, and give Him your heart each day, and you will experience His peace continually!

If you have any questions, we are happy to talk to you anytime in person or the phone. We try to connect with each guest during the seminar. We would love to schedule a time with you. Following the main series, we will have a Bible Study Class that will continue weekly, Revelation Today 2.0! It will be a slower-paced class where you can ask questions if you desire or just enjoy the study time if you prefer. It will help you grow even deeper in what you have learned. We will give more details upcoming this week and hope you will be able to join us for it.

May the Lord bless you as you continue to put your faith in Him. We look forward to seeing you soon!

Warmly,
Pastor John Bradshaw
Pastor Alex Bryant

P.S. Don’t forget to check out www.ItIsWritten.tv for 24/7 programming to strengthen you each day!
A great resource for kids: www.MyPlaceWithJesus.com



October 27th, 2025

Dear Friend –

It's hard to believe we are in the final week of *Revelation Today: Hope for Humanity!* You probably are wondering where the time went and what you are going to do with your evenings now! One way is to begin sharing this truth with others you know. We have extra It Is Written Bible study guides that you can share with them. You can also review and study all the material you have received from the series. Take time each day to spend with Jesus. Here are some updates as we near the finish line:

Tuesday (10/28) and Wednesday (10/29) – These two meetings are some of the most crucial of the series. We will get a final big picture as we put all the pieces together. The devil will attempt to keep you away, but don't let him! We'll see you there!

Baptismal Service This Weekend – Several folks have decided for baptism or re-baptism. Many often get re-baptized after a series to recommit their life to Jesus and the rich new truth they have found. I encourage you to come and support those who will do this. These baptisms will spread over time beginning this weekend. If you are still considering it yourself, please let any one of the pastors know. We would be glad to help you take that step.

Revelation 2.0 Study Class - We will have a powerful Bible study each week at various churches that will be small group and class oriented. Each church will go through Daniel and Revelation in some teaching format. All are welcome to attend. We will share an information sheet and schedule at the meetings.

Sabbath Blessing – We want to encourage you to continue worshipping with us each Sabbath morning at an area church after the series, even if you aren't a member of the church. Bible study classes are typically at 9:30am. Revelation Today 2.0 is one of those ongoing classes. Most worship services begin at 10:45 or 11:00am. There are many active ministries, other Bible studies, health classes and activities in these churches that you can be involved in. We look forward to having you join us! We will have an information sheet at the meeting with details about all the churches.

Resources – Just to remind you, www.ItIsWritten.tv is a remarkable resource free to you. It has on demand programming of almost every kind. There is also an It Is Written app that you can download for free to watch anywhere you go. We are also on Roku, YouTube, Amazon Fire and Facebook. We have a free online Bible study course that you can access at www.ItIsWritten.study. Both are great resources to share that with your friends and family. My Place with Jesus is a dynamic website for children with many activities and Bible study. (www.MyPlaceWithJesus.com).

Follow Jesus - Friends, we encourage you to make a decision to follow Jesus and His truth regarding the things you have learned. Commit yourself to Him no matter what. His strength is powerful as you lean on Him. Go forward with your Savior in the truth He has revealed. The result will be peace beyond measure and a joy that is beyond what this world can give. May the Lord lead you as you are learning, growing, and making eternal decisions to follow Him. We are praying for you each day!

Warmly,

Pastor John Bradshaw
Pastor Alex Bryant



HOPE FOR HUMANITY

REVELATION TODAY

Decision Card Schedule

Card #	Meeting Date	Bible Text on Card	Meeting Title	Topic
Decision Card 1	Tuesday, October 7	Acts 4:11	When Justice Prevails	Salvation
Decision Card 2	Saturday, October 11	John 14:15	Prophecy's Hijack Heist	Sabbath Change
Decision Card 3	Saturday, October 18	John 3:7	Subject the Devil Hates	Baptism
Decision Card 4	Saturday, October 25, AM	Revelation 14:12	Mark of the Beast	MOB
Decision Card 5	Tuesday, October 28	John 10:27	Finding Light in the Darkness	Remnant Church
Decision Card 6 Special card for altar calls. This is the last baptismal card with only two check boxes. It can be used anytime in the series that someone comes forward or wants to commit during a visitation. Have them ready every night during the last week of the series.	There are no particular dates for this card. Have them ready every night during the last week of the series. Pastor John will make an altar call when he senses the Holy Spirit moving. The card should be given to those who come forward during the altar call.	Luke 5:28	Any in the last week	Any in the last week

Decision cards are critical during the series. You should have the cards ready during the final appeal of the meeting and organized to distribute them according to the speaker's direction. Have pens or pencils ready to share as well. The cards should be distributed as quickly as possible to preserve the window of concentration and conviction the guest may be experiencing. Once the speaker finishes the appeal, he will give instructions to pass them to the end or the center. The ushers should be prepared to collect them during the meeting, not after. The cards should be delivered to the speaker.

The following pages contain the six different decision cards. They can also be downloaded for print on www.hopeforhumanity.info/resources

Decision Card 1 (Salvation) – October 7

“Believe on the Lord Jesus Christ...” (Acts 16:31).

REVELATION
TODAY

- ☐ I accept Jesus Christ as my Lord and personal Savior.
- ☐ I repent of my sins, and believe that God forgives me and gives me salvation as a free gift.
- ☐ I choose to surrender my life to Jesus, and desire to live my life according to His Word.
- ☐ I am rededicating my life to Jesus today.
- ☐ I have a request for prayer. (Share your request on back of card.)

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“Believe on the Lord Jesus Christ...” (Acts 16:31).

REVELATION
TODAY

- ☐ I accept Jesus Christ as my Lord and personal Savior.
- ☐ I repent of my sins, and believe that God forgives me and gives me salvation as a free gift.
- ☐ I choose to surrender my life to Jesus, and desire to live my life according to His Word.
- ☐ I am rededicating my life to Jesus today.
- ☐ I have a request for prayer. (Share your request on back of card.)

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“Believe on the Lord Jesus Christ...” (Acts 16:31).

REVELATION
TODAY

- ☐ I accept Jesus Christ as my Lord and personal Savior.
- ☐ I repent of my sins, and believe that God forgives me and gives me salvation as a free gift.
- ☐ I choose to surrender my life to Jesus, and desire to live my life according to His Word.
- ☐ I am rededicating my life to Jesus today.
- ☐ I have a request for prayer. (Share your request on back of card.)

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“Believe on the Lord Jesus Christ...” (Acts 16:31).

REVELATION
TODAY

- ☐ I accept Jesus Christ as my Lord and personal Savior.
- ☐ I repent of my sins, and believe that God forgives me and gives me salvation as a free gift.
- ☐ I choose to surrender my life to Jesus, and desire to live my life according to His Word.
- ☐ I am rededicating my life to Jesus today.
- ☐ I have a request for prayer. (Share your request on back of card.)

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

Decision Card 2 (Sabbath) – October 11

***“If you love Me, keep My Commandments”
(John 14:15).***

REVELATION
TODAY

- ☐ I choose Jesus to be my Lord and personal Savior.
- ☐ I want to live my life according to God's will.
- ☐ I choose to “worship Him that made Heaven and Earth,”
by keeping the seventh-day Sabbath.
- ☐ I would like more information on this subject.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

***“If you love Me, keep My Commandments”
(John 14:15).***

REVELATION
TODAY

- ☐ I choose Jesus to be my Lord and personal Savior.
- ☐ I want to live my life according to God's will.
- ☐ I choose to “worship Him that made Heaven and Earth,”
by keeping the seventh-day Sabbath.
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Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

***“If you love Me, keep My Commandments”
(John 14:15).***

REVELATION
TODAY

- ☐ I choose Jesus to be my Lord and personal Savior.
- ☐ I want to live my life according to God's will.
- ☐ I choose to “worship Him that made Heaven and Earth,”
by keeping the seventh-day Sabbath.
- ☐ I would like more information on this subject.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

***“If you love Me, keep My Commandments”
(John 14:15).***

REVELATION
TODAY

- ☐ I choose Jesus to be my Lord and personal Savior.
- ☐ I want to live my life according to God's will.
- ☐ I choose to “worship Him that made Heaven and Earth,”
by keeping the seventh-day Sabbath.
- ☐ I would like more information on this subject.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

Decision Card 3 (Baptism) – October 18

“You must be born again” (John 3:7).

REVELATION
TODAY

- ☐ I want to be truly committed to Jesus Christ.
- ☐ I want to be baptized the way the Bible teaches.
- ☐ I have been baptized, but would like to be rebaptized.
- ☐ I want to prepare for baptism.
- ☐ I have questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“You must be born again” (John 3:7).

REVELATION
TODAY

- ☐ I want to be truly committed to Jesus Christ.
- ☐ I want to be baptized the way the Bible teaches.
- ☐ I have been baptized, but would like to be rebaptized.
- ☐ I want to prepare for baptism.
- ☐ I have questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“You must be born again” (John 3:7).

REVELATION
TODAY

- ☐ I want to be truly committed to Jesus Christ.
- ☐ I want to be baptized the way the Bible teaches.
- ☐ I have been baptized, but would like to be rebaptized.
- ☐ I want to prepare for baptism.
- ☐ I have questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“You must be born again” (John 3:7).

REVELATION
TODAY

- ☐ I want to be truly committed to Jesus Christ.
- ☐ I want to be baptized the way the Bible teaches.
- ☐ I have been baptized, but would like to be rebaptized.
- ☐ I want to prepare for baptism.
- ☐ I have questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

Decision Card 4 (Mark of the Beast) – October 25 AM

“Here are they that keep the commandments of God, and the faith of Jesus” (Revelation 14:12).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ I choose not to “worship the beast” or receive the mark of the beast.
- ☐ I choose to “worship Him that made Heaven and Earth,” by keeping the seventh-day Sabbath.
- ☐ It is my desire to be baptized or rebaptized.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“Here are they that keep the commandments of God, and the faith of Jesus” (Revelation 14:12).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ I choose not to “worship the beast” or receive the mark of the beast.
- ☐ I choose to “worship Him that made Heaven and Earth,” by keeping the seventh-day Sabbath.
- ☐ It is my desire to be baptized or rebaptized.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“Here are they that keep the commandments of God, and the faith of Jesus” (Revelation 14:12).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ I choose not to “worship the beast” or receive the mark of the beast.
- ☐ I choose to “worship Him that made Heaven and Earth,” by keeping the seventh-day Sabbath.
- ☐ It is my desire to be baptized or rebaptized.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“Here are they that keep the commandments of God, and the faith of Jesus” (Revelation 14:12).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ I choose not to “worship the beast” or receive the mark of the beast.
- ☐ I choose to “worship Him that made Heaven and Earth,” by keeping the seventh-day Sabbath.
- ☐ It is my desire to be baptized or rebaptized.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

Decision Card 5 (Remnant Church) – October 28

“My sheep hear My voice ... and they follow Me”
(John 10:27).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ Out of love for Jesus, I choose to keep all of His commandments, including the seventh-day Sabbath.
- ☐ I want to follow Jesus in baptism or rebaptism.
- ☐ I choose to worship Jesus in spirit and in truth and become part of the Seventh-day Adventist Church.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“My sheep hear My voice ... and they follow Me”
(John 10:27).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ Out of love for Jesus, I choose to keep all of His commandments, including the seventh-day Sabbath.
- ☐ I want to follow Jesus in baptism or rebaptism.
- ☐ I choose to worship Jesus in spirit and in truth and become part of the Seventh-day Adventist Church.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“My sheep hear My voice ... and they follow Me”
(John 10:27).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ Out of love for Jesus, I choose to keep all of His commandments, including the seventh-day Sabbath.
- ☐ I want to follow Jesus in baptism or rebaptism.
- ☐ I choose to worship Jesus in spirit and in truth and become part of the Seventh-day Adventist Church.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“My sheep hear My voice ... and they follow Me”
(John 10:27).

REVELATION
TODAY

- ☐ I choose to follow the teachings of Jesus as found in the Bible.
- ☐ Out of love for Jesus, I choose to keep all of His commandments, including the seventh-day Sabbath.
- ☐ I want to follow Jesus in baptism or rebaptism.
- ☐ I choose to worship Jesus in spirit and in truth and become part of the Seventh-day Adventist Church.
- ☐ I have some questions I would like to discuss.

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

Decision Card 6 (Altar Call)

“So he left all...and followed Him” (Luke 5:28).

REVELATION
TODAY

☐ I want to follow Jesus and give my life to Him in baptism.

☐ I would like to be rebaptized.

☐ I want to become a member of the Seventh-day Adventist Church.

☐ Other _____

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“So he left all...and followed Him” (Luke 5:28).

REVELATION
TODAY

☐ I want to follow Jesus and give my life to Him in baptism.

☐ I would like to be rebaptized.

☐ I want to become a member of the Seventh-day Adventist Church.

☐ Other _____

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“So he left all...and followed Him” (Luke 5:28).

REVELATION
TODAY

☐ I want to follow Jesus and give my life to Him in baptism.

☐ I would like to be rebaptized.

☐ I want to become a member of the Seventh-day Adventist Church.

☐ Other _____

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

“So he left all...and followed Him” (Luke 5:28).

REVELATION
TODAY

☐ I want to follow Jesus and give my life to Him in baptism.

☐ I would like to be rebaptized.

☐ I want to become a member of the Seventh-day Adventist Church.

☐ Other _____

Name _____ E-mail _____

Phone _____

Address _____

Religious Affiliation _____

HOPE FOR HUMANITY

REVELATION TODAY

Visitation

Visitation is critical during the series. However, there is an increasing number of people who do not want anyone coming to their homes, especially unannounced. In most cases, some time before or after a meeting at the church or a neutral place (restaurant, park, etc) works well. As the speaker or MC, let the person know that you would like to connect with them soon and offer them appointment times. They may say, “What do you want to talk about” or “Why do you want to meet?” This is common, so don’t be surprised. The typical reply is, “We always like to connect with the guests and get feedback about the series and answer any questions people have. We strive to connect with everyone at least once.” Most people are happy to do it. Set up a time with them. There are great resources such as “Persuasion” by Mark Finley on how to ask for decisions.

Especially in the first weekend, it is crucial to call guests who pre-registered but did not attend as well as guests who attended but haven’t been back in a night or two.

Below are scripts you can utilize to call and text, inviting people back.

In addition, following the scripts, there is a recommended visitation/connection guide to help in planning.

Phone Call and Texting Scripts

Read over the script you need a few times to familiarize yourself with the key points. Say them in your own words when you call. Do not read the script. It is important to sound natural and friendly. They may ask you questions you don't know the answer to, but just let them know you will get them an answer and encourage them to keep coming. You can tweak and reuse this throughout the series for people who miss one or more nights. Of course, you should change the language slightly each time, but the idea remains the same. May God bless you. We are praying for you, and we believe that God will bless your labor!

Phone Call Scripts:

Phone Call Script for No-Show Pre-Registrants

"Hi! Is this _____ (say their name)? My name is _____ (say your name) from Revelation Today: Hope for Humanity. I hope you are well today. We noticed that you pre-registered for the series but haven't been able to attend yet. We are just giving a friendly reminder and hope we will be able to see you soon. Our next two meetings are _____ (say the title and day) and _____ @__pm. The topics are getting better and better, so we know you are going to love them! Are there any questions I can answer for you? Do you have the address? Ok! We hope to see you _____ evening. Have a great day!"

Voicemail Script for No-Show Pre-Registrants who don't answer

"Hi _____. This is _____ from Revelation Today: Hope for Humanity. I hope you are well today. We noticed that you pre-registered for the series but haven't been able to attend yet. We are just giving a friendly reminder and hope we will be able to see you soon. Our next two meetings are _____ and _____. The topics are getting better and better, so we know you are going to love them! We hope to see you _____ evening. Have a great day!"

Phone Call Script for those who came one or two nights but didn't come back

"Hi! Is this _____? My name is _____ from Revelation Today: Hope for Humanity. I hope you are well today. Thank you so much for attending the first (night or few nights) of the series. Did you enjoy the meetings or learn anything new? (Listen & respond positively to what they say). We noticed you missed the most recent meeting and hope to see you back. Our next two meetings are _____ and _____ @__pm. The topics are getting better and better, so we know you are going to love them! Hope to see you _____ evening. Have a great day!"

Voicemail Script for those who came one or two nights but didn't come back

"Hi _____. This is _____ from Revelation Today: Hope for Humanity. I hope you are well today. Thank you so much for attending the first (night or few nights) of the series and hope you enjoyed them. We noticed you missed the most recent meeting and hope to see you back. Our next two meetings are _____ and _____ @__pm. The topics are getting better and better, so we know you are going to love them! Hope to see you _____ evening. Have a great day!"

Text Scripts:

Mass Text Script sent from the One Accord site for those who pre-registered but didn't come. You can copy this directly and text it.

"Hello Friend - John Bradshaw asked me to reach out to you. We missed you at our Revelation Today meetings & hope to see you at the next one on _____ at __ pm. You won't want to miss it!"

Personal Text Script for those who attended but didn't come back. You can copy this directly and text it to each person.

"Hello _____. This is _____ from Revelation Today: Hope for Humanity. Thanks for coming on _____ night(s). We hope you enjoyed it! We missed you on _____ night and would like to invite you to our next two meetings: (List them with the day here). I hope to see you then. Please let us know if there is anything we can do to help you. Have a great day!"

HOPE FOR HUMANITY

REVELATION TODAY

Visitation Guide

WEEK	#	SUBJECT	VISITATION GOAL
WEEK 1	1	<i>Hope, Prophecy, and 2025</i>	<ul style="list-style-type: none"> • Invitees or pre-registrants who have not come (leave attendees alone) • People who responded to the decision card on Salvation • Guests who missed two or more consecutive meetings <p><i>This is a brief, casual visit at the meeting location. The primary purpose for visits during the first week is to increase meeting attendance. This is a good opportunity to get acquainted and build friendships.</i></p>
	2	<i>Unseen Enemy at Your Door</i>	
	3	<i>Current and Coming Prophetic Events</i>	
	4	<i>HFH: When Justice Prevails</i>	
	5	<i>Prophecy and Pardon</i>	
WEEK 2	6	<i>Prophecy's Day of Hope</i>	<ul style="list-style-type: none"> • Those who have responded to decision cards • Those who have requested a visit • Those who have missed two consecutive nights • Those who have requested baptism or re-baptism <p><i>The primary purpose for these visits is to get better acquainted and ascertain interest level. (A - really interested, making positive decisions; B - Attending but not making decisions; C - Attending sporadically)</i></p>
	7	<i>Prophecy's Hijack Heist</i>	
	8	<i>Humanity's Final Deliverance</i>	
	9	<i>Charmed by the Supernatural</i>	
	10	<i>Revelation's 1,000 Year Prophecy</i>	
WEEK 3	11	<i>Hope Beyond Hell</i>	<ul style="list-style-type: none"> • Those who have responded to decision cards • Those who have requested a visit • Those who have missed two or more consecutive meetings • Those who have been regularly attending • Those who have requested baptism or re-baptism <p><i>The primary purpose of these visits is to clear up objections, and gain decisions. If people are struggling, ask them what hinders them and seek to bring resolution to their difficulty when possible.</i></p>
	12	<i>Subject the Devil Hates Most</i>	
	13	<i>Living Your Longest Life</i>	
	14	<i>Revelation's End Time Anti-Christ</i>	
	15	<i>The USA In Bible Prophecy</i>	
	16	<i>The Mark of the Beast</i>	
WEEK 4	17	<i>Prophecy's Final Fall Out</i>	<ul style="list-style-type: none"> • Those who have responded to decision cards • Those who have requested a visit • Those who have missed two or more consecutive meetings • Those who have been regularly attending • Those who have requested baptism or re-baptism <p><i>The primary purpose of these visits is to clear up objections, gain decisions and to begin preparing for baptism. If people are still wrestling, you can encourage them to press forward.</i></p>
	18	<i>Finding Light in the Darkness</i>	
	19	<i>Revelation's Destiny for Humanity</i>	
	20	<i>Strength in the Journey</i>	
	21	<i>The Best is Yet to Come</i>	

HOPE FOR HUMANITY

REVELATION TODAY

Baptismal Class Preparation

The following baptismal preparation handouts contain a 19-point summary of the 28 fundamental beliefs of the Seventh-day Adventist Church, broken down into 11 separate handouts. These 11 handouts are designed for 11 baptismal class sessions, each lasting 20-30 minutes or less.

Two special considerations allow the classes to begin just after the mid-point of a series of evangelistic meetings (rather than waiting until the series is over) without fear of covering topics prematurely: (1) The topics are organized in such a way that you will not cover a sensitive area in the baptismal class prior to the subject having been presented in your evangelistic meeting; and (2) The baptismal points, rather than being given in one card or booklet, are on separate handouts so that candidates receive only the information being covered in a specific class and are not tempted to “read ahead” prematurely.

The Importance of Baptismal Preparation

Preparing someone for baptism is one of the most rewarding and yet challenging aspects of winning a soul to Christ. The baptismal preparation process requires genuine kindness and sympathy for the weaknesses of others. At the same time, it requires courage and strength to faithfully instruct and then urge the candidate to honor God by obeying His will. It is not only a lack of discipleship after baptism, but also a lack of faithful instruction *before* baptism, that results in many new members leaving the church through the proverbial “back door.”

Readiness for baptism involves three main areas:

- **The Heart** – The candidate should have a genuine interest in the Bible and spiritual things, manifesting a love for Jesus that gives evidence of a converted heart.
- **The Mind** – The candidate should understand and believe the fundamental teachings of the Bible.
- **The Actions** – The candidate should manifest a genuine trust in God by being obedient to the clear teachings of Scripture in practical habits and lifestyle.

In most cases, the most challenging of these areas is the *actions*, or practical obedience to God’s Word. Learning that we are out of harmony with God’s will in some practical area of our daily lives can be an unwelcome surprise. Because of this, instruction is often neglected to avoid offending, creating discomfort, or discouraging someone from continuing toward baptism. However, a great blessing is lost when faithful instruction is not given as someone is contemplating a full surrender to Christ in baptism.

By helping the baptismal candidate to find victory over sinful habits or other obstacles in their

lives, we help them to experience what it means to have a saving relationship with Christ – one built on repentance and faith. As practical obstacles are faced and overcome, faith in Christ grows, and Jesus dwells more fully in the heart. A failure to instruct and gain decisions in practical areas before baptism will usually lead to greater problems after baptism. Consider the following counsel:

“Before baptism, there should be a thorough inquiry as to the experience of the candidates. Let this inquiry be made, not in a cold and distant way, but kindly, tenderly, pointing the new converts to the Lamb of God that taketh away the sin of the world. Bring the requirements of the gospel to bear upon the candidates for baptism” (*Evangelism*, p. 311).

“The test of discipleship is not brought to bear as closely as it should be upon those who present themselves for baptism ... When they give evidence that they fully understand their position, they are to be accepted. But when they show that they are following the customs and fashions and sentiments of the world, they are to be faithfully dealt with. If they feel no burden to change their course of action, they should not be accepted as members of the church. The Lord wants those who compose His church to be true, faithful stewards of the grace of Christ” (*Pastoral Ministry*, p. 164).

“God would be better pleased to have six truly converted to the truth ... than to have sixty make a nominal profession, and yet not be thoroughly converted” (*Evangelism*, p. 320).

While careful preparation is important, we are not to withhold baptism because we perceive a lack of sincerity or wrong motives. We are to examine the fruit of the life, but leave the responsibility of the motive to the candidate:

“There is one thing that we have no right to do, and that is to judge another man’s heart or impugn his motives. But when a person presents himself as a candidate for church membership, we are to examine the fruit of his life, and leave the responsibility of his motive with himself. But great care should be exercised in accepting members into the church; for Satan has his specious devices through which he purposes to crowd false brethren into the church, through whom he can work more successfully to weaken the cause of God” (*Evangelism*, p. 313).

It is important to understand that many who desire baptism are not truly ready for baptism until they go through the preparation process itself. By prayerfully guiding the candidate to a more thorough understanding of Scripture and a deeper commitment to Christ, you can significantly increase his or her likelihood of becoming a faithful, productive, and steadfast disciple of Christ. Furthermore, you can experience a special bond of love and friendship to last throughout eternity.

How to Use the Baptismal Class Handouts

1. Present the topic of baptism at your evangelistic meetings and make a decision card appeal. Your decision card should have a place to circle decisions for baptism, rebaptism, and simply to become part of a Sabbath-keeping body of believers.
2. Over the next 1-2 days, visit or call every individual who marked his or her card with one of the decisions referred to in step #1. Invite them all to attend the baptismal class beginning roughly 30 minutes before the next evangelistic meeting.
3. On the night after your baptism presentation, in addition to personally inviting everyone who marked a decision on a card, make an announcement to the entire audience before the

meeting begins. Say, “Last night there were many of you who expressed interest in baptism, rebaptism, or just worshiping with a Sabbath-keeping body of believers. So beginning tomorrow night, we will begin holding doctrinal classes to help prepare those who have expressed that kind of interest. But even if you did not mark your card because perhaps you are still thinking things through, we want to extend an open invitation to these classes. All are invited and there is no pressure or requirement attached to attending. You are encouraged to just come and listen and learn and be blessed. So that begins__night at 6:30 p.m. and we hope that many of you can come. Then there will be a 10-minute break before our presentations begins.”

4. The baptismal classes are not intended to be a comprehensive explanation of every topic. Most of the topics are already covered during the evangelistic meetings and the baptismal class simply reviews these and fills in the blanks for certain other beliefs. The baptismal preparation actually occurs in four complementary ways: (1) Evangelistic meetings; (2) Baptismal classes; (3) One-on-one baptism preparation meetings; (4) Carefully chosen books and other resources.
5. In the pages that follow, a “Baptismal Class Outline” will provide the key points to be shared when teaching the baptismal class (the same points apply to personal baptismal preparation). It is important that some fundamental beliefs not covered in an evangelistic meeting are clearly expressed in the baptismal class (e.g., the Godhead, Creation, etc.).
6. At the conclusion of each class, hand out resources that will reinforce what will be presented in the next class. Especially is this important, for instance, if you are not covering areas of Christian lifestyle or dress in your evangelistic meetings. It is often helpful for them to read about these truths first, rather than being caught off guard in a small group or personal setting. Providing reading material is just one more way to reinforce the presentations/classes and prepare the heart for the reception of truth.
7. Explain (during early baptismal classes) that for those who have shown interest in baptism, you will schedule personal appointments toward the end of the classes to help fill in the blanks for any classes that were missed and to help answer questions, etc.
8. When most of the baptismal classes have been completed, schedule and begin meeting personally with any candidates who may already be acquainted with the sensitive topics that have yet to be presented in the baptismal class. Schedule to meet with the others as soon as those topics have been covered. Sensitive truths may be presented in a baptismal class, but many decisions will only be made from personal appeals in a private visit. Of course, never make a visit with someone of the opposite sex without someone else accompanying.
9. Prior to your personal appointment, review the attendance record to determine what topics might still need covered with the candidate due to missing evangelistic meetings or baptismal classes.
10. When meeting personally, briefly review the 19 points on the baptismal class handouts and do a more in-depth study of any that the candidate may not have heard. This process may take only a small portion of one meeting or it may take several meetings depending on how many evangelistic meetings and/or baptismal classes were missed.

- 11.** Now is where you really need to pray earnestly for the candidate. The last decisions are often the hardest! If you do not perceive that there is anything standing in the way of the baptism, simply ask the candidate if there is any doctrine or practical commitment in the baptismal class handouts with which they still feel uncomfortable. If you know there is an obstacle that the candidate is not acknowledging, it is sometimes helpful to ask him or her to take time to carefully read the points at home, and schedule a time to meet again so that you can address any hurdles or objections.
- 12.** Lastly, once a candidate agrees to the points in the baptismal class handouts, and you feel comfortable with the visible evidences of their faith, set a date for the baptism!

Baptismal Class Outline

Baptismal Class – Session 1

1. The Bible is the inspired Word of God, the standard of both doctrine and conduct. **2 Timothy 3:15- 17; Matthew 4:4.**
2. There are three members of the Godhead - the Father; His Son, Jesus Christ; and the Holy Spirit. **Genesis 1:26; Matthew 3:16,17; 28:19.**

Baptismal Class – Session 2

3. Jesus Christ, because of His love for us, died on the cross as a sacrifice for our sins of breaking God's holy law. **John 3:16; 1 John 3:4; 1 Corinthians 15:3.**
4. Our response to Jesus Christ is to repent of our sins and accept Him as our personal Savior. **Acts 20:21; Revelation 3:20.** Because of His death in our behalf, Jesus freely forgives our sins and gives us the gift of eternal life. **Matthew 26:28; Romans 6:23; 1 John 5:11-13.**
5. Another part of our response to Jesus is to surrender our lives to be ruled by Him and His truths. It is important for us to grow in our relationship with Him by personal Bible study and prayer. **Romans 6:16-18; John 14:15; 1 John 3:22.**

Baptismal Class – Session 3

6. Those who love Jesus will choose to keep the Ten Commandments. Exodus 20:3-17; John 14:15. We obey through the power of the Holy Spirit. **Romans 7:7,12; 8:4; Revelation 14:12; 22:14.**
7. "The seventh day is the Sabbath of the Lord." **Exodus 20:8-11.** Jesus' followers will keep the Sabbath holy "according to the commandment" (**Luke 23:56**) from sundown Friday to sundown Saturday. **Nehemiah 13:19; Leviticus 23:32; Mark 1:32; Isaiah 58:13,14.**

Baptismal Class – Session 4

8. Jesus' second coming in the clouds of Heaven will be audible, personal, literal, and "every eye shall see Him." **Revelation 1:7; Acts 1:9-11.** God's people prepare for His coming. **Matthew 24:44.**
9. The dead are asleep unconsciously in their graves awaiting the resurrection. **Ps. 13:3; Eccl. 9:5-6; Jn. 5:28-29; Acts 2:29,34; 1 Cor. 15:51-54.**

Baptismal Class – Session 5

10. Sequence of end-time events: (1) Resurrection of saved at Second Coming. **1 Thessalonians 4:16-17.** (2) Desolation of earth and Satan bound for 1000 years. **1 Thessalonians 5:1-3; Jeremiah 4:23-26; 25:30-33; Revelation 20:1-3.** (3) Righteous in heaven for 1000 years. **Revelation 20:4.** (4) Resurrection of the wicked and Satan loosed at end of 1000 years. **Revelation 20:5,7.** (5) Final destruction of Satan and wicked in lake of fire. **Revelation 20:15; Malachi 4:1-3.** (6) Creation of new heaven and earth. **Revelation 21:1,4,5.**

Baptismal Class – Sessions 6 & 7

11. There is a sanctuary in heaven where Jesus is ministering now during the judgment. **Hebrews 8:1-2; Revelation 11:19; Daniel 7:9-10; Revelation 14:7.**
12. The Seventh-day Adventist Church fulfills the prophetic description of the remnant church whose mission is to prepare people for Jesus' second coming. **Revelation 12:17; 14:6-16.** We believe in church organization (**1 Corinthians 12:28**), and in the importance of church attendance. **Hebrews 10:25.** We wish to follow the example of Jesus, who "as His custom was, went into the synagogue on the Sabbath day." **Luke 4:16.**
13. The gift of prophecy is an identifying mark of God's last day people, and the Seventh-day Adventist Church recognizes this gift in the ministry of Ellen G. White. **Revelation 12:17; 19:10; 22:9.**

Baptismal Class – Session 8

14. Jesus established the foot-washing service and the Lord's Supper. **John 13:1-17; 1 Corinthians 11:23-26.**
15. Baptism by immersion (**Matthew 3:16,17**), symbolizes the burial of my old life of sin and resurrection to a new life in Jesus. **Romans 6:3,4.** Baptism makes the believer a member of a "body," or church. Following Jesus in baptism at the conclusion of your preparation will make you a member of the Seventh-day Adventist Church. **1 Corinthians 12:13; Acts 2:41, 47; 19:1-5.**

Baptismal Class – Session 9

16. Our bodies are the temple of the Holy Spirit. **1 Corinthians 6:19-20; 10:31.** As a result, we will abstain from unclean foods (**Genesis 7:2; Leviticus 11**), and addictive, non-prescription drugs such as alcohol (**Proverbs 20:1; 23:29-33**), tobacco, caffeine, and illegal drugs. **Exodus 20:13.** God's grace will help us to live healthy lives. **3 John 2.**

Baptismal Class – Session 10

17. By connection with Christ, we desire to overcome the sinful ways of the world. **1 John 2:14-17.** We will avoid reading, watching, and listening to sinful things that the Bible condemns. **Philippians 4:8; Ephesians 5:19.** We will follow in the humble steps of Jesus and not wear jewelry or immodest clothing. **1 Timothy 2:9-10; 1 Peter 2:21; 3:3-4.**

Baptismal Class – Session 11

18. Marriage between a man and woman was affirmed by Jesus and should be formally recognized by the laws of the state. **Genesis 2:24; Hebrews 13:4.** We should not be involved in "common law" relationships. **Matthew 19:3-9; John 2:1-11.**
19. The Bible teaches about returning tithes and offerings. **Malachi 3:8-10; Matthew 23:23; 2 Corinthians 9:7,8.** Desiring to be good stewards of all God has given us, we support the Lord's work according to our ability. And as good stewards, we also refrain from gambling.

Baptismal Class Topics & Teaching Tips

This outline explains important areas to emphasize during the baptismal class.

1. Bible

- a. "ALL Scripture is given by inspiration of God." We believe in Old & New Testaments. We don't believe in picking and choosing.
- b. We take Bible literally unless metaphoric or symbolic language is used. For example, we believe in the literal 6-day creation and a literal worldwide flood. The Bible is trustworthy even when popular science disagrees.

2. Trinity

- a. The Father and Jesus are equally loving – "He who has seen Me has seen the Father." John 14:9.
- b. Jesus is fully divine and has always existed – "His goings forth are from everlasting." Micah 5:2.
- c. Jesus is fully man and was "in all points tempted as we are." Hebrews 4:15.
- d. The Holy Spirit is a person and fully God. Jesus called the Spirit "He" and "Him" continually, denoting a person (John 14 and 16). The Spirit can be insulted (Heb. 10:29) and grieved (Eph. 4:30), denoting feelings. The Great Commission was to baptize in the name of the Father, Son, and Holy Spirit (Matt. 28:18-20)—the Holy Spirit here included as an equal member of the Godhead.
- e. The Trinity, or Godhead (Rom. 1:20; Col. 2:9), consists of 3 individual persons with different roles but equally all-powerful and all-knowing. Three individual persons, but one God – or Godhead. The Bible says, "Then God said, 'Let US make man in OJoP image.'" Genesis 1:26.

3. The Cross

- a. Jesus died to pay the penalty for our sins. Romans 6:23; 1 Corinthians 15:3.
- b. Jesus' death was different from normal death. He died the sinner's death of separation from God – the weight of shame. This is why He was sorrowful, "even unto death." Matt. 26:38. It is why He sweat "great drops of blood." Luke 22:44. The sorrow and shame caused by carrying our sins as if they were His own (Isa. 53:4-6) was causing Jesus' physical death. On the cross, He cried, "My God, My God, why have You forsaken Me?" because He could not see the Father's assurance through the guilt of our sins.

4. Repentance & Forgiveness

- a. We cannot manufacture repentance. We have to come to Christ just as we are. His love and goodness leads us to repentance. Repentance is a gift. Romans 2:4; Acts 5:31.
- b. God is faithful and just to forgive. 1 John 1:9.

- c. Receiving forgiveness happens as we forgive others. Matthew 6:12, 14 – inquire as to anyone with whom bitterness may be harbored rather than a spirit of forgiveness.

5. Growing with Jesus Christ as Lord

- a. We cannot accept Jesus as Savior without also accepting Him as Lord. Jesus isn't divided.
- b. Prayer is the breath of the soul. It must be honest – like talking to a friend. Try praying on your knees to encourage humility and out loud to encourage faith. Prayer isn't for God to learn about us but to bring us into a spiritual frame of mind that is in harmony with God.
- c. Personal Bible study is not an optional practice for the Christian – it sustains spiritual life (spiritual hunger, interest, etc.). The Word is living (Heb. 4:12); the words Jesus speaks are spirit and life (John 6:63); man is to "live" by every word that proceeds from God (Matt. 4:4).
- d. Daily prayer and Bible study should be part of the new life with Christ. If the candidate does not already have this habit, help him or her to begin building it now.

6. The Ten Commandments

- a. The law is still valid in the New Testament – Romans 2:21-23, 7:12, 14; Ephesians 6:1-3; James 2:10-12; 1 John 3:4.
- b. The Spirit is given to overcome obstacles to obedience when we choose to obey – John 14:15-17; Acts 5:32.

7. Sabbath Observance

- a. Sundown to sundown – Genesis 1:5 – evening was first part of day, then light part. See also Leviticus 23:32 – which is speaking of a ceremonial sabbath but still makes the point that it is to be celebrated from evening to evening. See Mark 1:32 for a definition of evening.
- b. Exodus 20:8-11 – You nor your servant nor anyone within your gates is to work on the Sabbath (i.e. don't hire out work on Sabbath, don't work on Friday night, etc.). It is lawful to do good on Sabbath (Luke 6:9), but the context is saving life – emergencies or relief of suffering – not building a deck for a neighbor or some other work that could be done on any other day.
- c. No buying or selling – Nehemiah 13:15 – leads us to prepare for Sabbath by fueling our cars and buying our groceries on Friday (Preparation Day – Mark 15:42) and not eating out or going shopping on Sabbath.
- d. Isaiah 58:13-14 – the Sabbath principle text. The Sabbath is for delighting in the Lord. Personal hobbies and pleasures (football games, etc.) should not occupy us on the one day the Lord has asked us to keep holy for building our relationship with Him. The Sabbath is for spiritual things.

- e. Give possible approach to common Sabbath challenges – parties, work outings, etc.

8. The Second Coming

- a. No secret rapture – “every eye shall see Him.” Revelation 1:7.
- b. Literal, audible, personal – 1 Thessalonians 4:15-17.
- c. We need to be ready and not be lulled to sleep by the “cares of this life.” Luke 21:34.

9. Death

- a. The dead sleep until the resurrection. Psalm 13:3; John 11:13; 1 Thessalonians 4:15-18.
- b. Those who die do not go straight to heaven or hell. Acts 2:29-34.
- c. There is no consciousness in death. Ecclesiastes 9:5-6.

10. Resurrection, Millennium, Lake of Fire, New Earth

- a. Resurrection of the righteous at Jesus coming. 1 Thessalonians 4:16-17.
- b. 1,000 years of desolation on earth with Satan bound and no one for him to deceive. Revelation 20:1-3; Jeremiah 4:23-26.
- c. Righteous have “judgment” committed to them in heaven during 1,000 years. This doesn’t determine saved or lost, but the saints demonstrate agreement with the righteous judgment of God. Revelation 20:4; 1 Corinthians 6:2-3.
- d. Unrighteous are resurrected at the end of 1,000 years, surround holy city, and are devoured by the lake of fire. The wicked are not burned for all eternity but are totally destroyed – brought to ashes by the fire. Revelation 20:15; Malachi 4:1-3.

11. The Heavenly Sanctuary and Judgment Hour

- a. Jesus is our High Priest in the heavenly sanctuary. Hebrews 8:1-2.
- b. Jesus is interceding for sinners and serving as our “advocate” in the heavenly judgment described in Daniel 7:9-14 and in the words “cleansing of the sanctuary” in Daniel 8:14.
- c. The judgment, or cleansing of the sanctuary, began at the conclusion of the 2300 days of Daniel 8:14, or in 1844. This is why God’s people can say that the hour of His judgment “has come” in Revelation 14:7.
- d. Judgment precedes the coming of Jesus because when He comes His reward is with Him. Revelation 22:12.

12. The Remnant Church, and

13. The Spirit of Prophecy

- a. Revelation 12:17 teaches last-day church will keep the commandments of God and have the testimony of Jesus. The testimony of Jesus is the prophetic gift (Revelation 19:10; 22:8-9).
- b. God always worked through the law and the prophets, but when His people rejected His

law He ceased given them instruction through prophetic visions (Isaiah 8:20, Ezekiel 7:26; Lamentations 2:9). When God wanted to restore the truth of the Sabbath (the Law), He also restored visions (the Prophets). God gave prophetic visions to point people back to the Bible and His law that they had neglected to follow.

- c. The SDA Church recognizes that time is needed to fully have confidence in the prophetic ministry of Ellen G. White. When one is baptized he or she commits to recognizing that the prophetic gift is one of the identifying marks of the last day church and that the gift of prophecy is still available to the church through the end of time. Eph. 4:11-13; Joel 2:28-31. While not having much experience with Ellen White's writings, a candidate for baptism should be inclined to believe rather than doubt the authenticity of her prophetic gift.
- d. Matthew 24:14 predicts the gospel going to the entire world before the end comes. Revelation 14 shows the fulfillment of this with the gospel in verse 6 and the end coming in verse 14, with detail given in verses 7-13 as to what that gospel must include. Seventh-day Adventists recognize the messages of the three angels of Revelation 14 as representing the last message we are to deliver to the world. These messages include a call to worship God as creator (the Sabbath), a call that judgment has come (cleansing of the sanctuary), a call that Babylon is fallen (error exposed by truths about death, hell, second coming, etc., being restored), and a warning against worshiping according to tradition instead of the commandments of God (mark of the beast).
- e. The special calling of the SDA Church leads its members to:
 - Regularly attend church just like Jesus. Luke 4:16. The importance of attending Sabbath School and Prayer Meeting should also be explained.
 - Embrace the mission of sharing this end-time message in our personal sphere of influence and beyond.

14. The Lord's Supper and Foot-washing

- a. John 13:14-17 – We wash one another's feet because Jesus told us to do so.
- b. We use grape juice and not fermented wine for the Lord's Supper since wine was a term used to refer to both fermented and unfermented juice. Isaiah 65:8. Context must be considered to determine which was meant.
- c. We practice "open communion," meaning that Christians of any denomination are invited to participate in the ordinance.
- d. The Lord's Supper is a believer's ordinance like baptism. Just like we don't have infant or early childhood baptism, we don't have infant or early childhood participation in the Lord's Supper. Parents are encouraged to maintain the sacredness of the service by choosing to educate their children through observation rather than participation until they are of age to discern the true meaning of the symbols. 1 Corinthians 11:27-28. Since that is the same time that baptism becomes meaningful, we simply encourage young children to be baptized before partaking in Communion.

15. Baptism

- a. Represents dying to old ways and committing to new ways. Romans 6:3-4.
- b. Someone being baptized is baptized into the body of Christ. 1 Corinthians 12:13. To be in a body you must be connected with other parts of the same body. Baptism, therefore, makes someone a part, or member, of the body of believers with whom they agree concerning the fundamental teachings of the Bible – in this case, the SDA Church. By being baptized, we join ourselves with a local body of believers (local SDA church) who are also joined with a worldwide body of believers (worldwide SDA Church). There is no such thing as a “lone ranger” Christian. 1 Cor. 12:20-22. The early church was organized (elders, deacons, leadership conference in Acts 15, etc.) and we should not be afraid of organization – only corrupt organization.

16. Health

- a. Health is important, but as a church we recognize that improvement in health is progressive (increased exercise and water, improved nutrition, etc.). The progressive element of health improvements is recognized with the exception of two areas – these two areas we believe to violate the Scriptural injunction to not defile the body temple (1 Corinthians 3:16-17; 6:19) and should therefore be entirely abstained from when we make our commitment to follow Christ:
 - Unclean foods – Leviticus 11 – this distinction existed in the time of the flood (Genesis 7:1-2), which was before God instructed the Jewish nation with temporary, ceremonial laws.
 - Addictive and mind-altering substances (non-prescription) – Alcohol, tobacco, caffeinated beverages, etc. These are mind-altering and addictive. Try substituting with things that are not addictive or artificially stimulating. God wants our minds to be clear so that we are more attentive to the voice of conscience and stronger to resist temptation.

17. Christian Behavior

- a. Avoid reading, watching, or listening to sinful things. Philippians 4:8 should be the filter through which all our entertainment passes (i.e. TV, movies, music, internet, video games, etc.). Hollywood does not appeal to the spiritual nature but to the carnal. Caution is needed because even non-“sinful” amusements can blunt our interest in spiritual things.
- b. Christians should dress modestly – avoiding clothes that are too revealing, clothes that are overly priced just because of a label, or jewelry (a watch or tie clip that is functional we do not consider jewelry). 1 Timothy 2:9-10; 1 Peter 3:3-4 (the word “merely” in some translations is added); Revelation 12:1 compared with Revelation 17:4. A wedding band, while symbolic, is not considered necessary by many. Others, however, view it as imperative in our country and as a symbol of virtue. If someone feels this way and can wear a simple wedding band conscientiously, it should not be considered a hindrance to baptism. However, if the motive is truly to have a symbol of marriage and not

ornamentation – it should be a modest, simple band (a watch is functional, but a \$2,000 watch is ornamentation!).

18. Marriage

- a. The family comes first after our commitment to God, then the church.
- b. There is no biblical justification for divorce with the exception of adultery. Matthew 5:32.
- c. Physical relationships outside of marriage is called fornication and clearly spoken of as sin in the Bible. Galatians 5:19-21. If a couple is living together outside of marriage, they should consider separating or marrying after getting the appropriate pre-marital counseling. This needs to happen before they are baptized.
- d. Encourage family worship, which helps to bind families together. A sample family worship consists of prayer, a Bible passage, a song, and closing prayer. It will preferably be no longer than 10 or 15 minutes. The Father, as the spiritual servant leader of his family, can ensure that the family is taking time together with God.

19. Tithes & Offerings

- a. Malachi 3:8-10 says that withholding tithes and offerings is robbing God.
- b. Leviticus 27:30 says tithe is holy to the Lord. Returning tithe is not a matter of generosity, but honesty. Deut. 14:22 says that tithe is on our increase. Tithe means tenth. So one tenth of our increase – our gross income – belongs to God and should be returned to Him. It is not ours to determine how to use.
- c. Numbers 18:21 says that the tithe was exclusively for the Levites – the full-time ministers. God sacredly guarded the tithe for that purpose.
- d. The tithe was placed in a storehouse and then distributed to the Levites. In the same way, SDA churches send their tithe to the local conference, which in turn uses that for the support of full-time ministers, Bible workers, and other clear ministry functions. All ministers get the same base salary – it is not affected by the tithe of the local church.
- e. Offerings are above and beyond the 10% and are given liberally as a person is able. Systematic giving (some % of gross income) is recommended. The local church does not get any of the tithes because God commanded it to be used for the “Levites” – the full-time ministry. Local church operating expenses require support from offerings. “Combined Budget” is a recommended place to give the greatest portion of a systematic offering. Conference and world budget offerings are also worthwhile. Start with a certain percentage and as time goes by consider increasing. When we come to the end, we won’t regret giving to God’s cause.
- f. Visually describe how to use tithe envelope – especially the “tithe” line for 10%.
- g. Gambling is addictive and a poor investment of God’s resources and should be avoided by Christians.

HOPE FOR HUMANITY

REVELATION TODAY

Opening Weekend Checklist

General

1. Begin each day with prayer and be in a mindset of prayer all day long. You may wish to choose something to fast from. Pray for pre-registration names and those members have invited.
2. Make final invitations to those you are inviting to the meetings. Pray that God will give you divine appointments through the day. It is ok to invite people all throughout the series.
3. Make sure parking lot is clear and monitored. Sometimes, people can attempt to disrupt or place literature on the cars or cause problems in the parking lot on opening weekend. If you anticipate a large crowd, you may wish to have people in the parking lot directing visitors where to go.
4. Be sure your outdoor banner is visible and secure.
5. Do a final walk through to ensure foyer and sanctuary are visitor friendly, neat and tidy. Remove any excess boxes, papers, or unnecessary items. Remove any uniquely Adventist content (pictures of pioneers, SoP books, tithe envelopes, etc)
6. If you have any indoor meeting banners, make sure they are set up and visible. You may wish to set one outside the front door where people can find it
7. Provide easy access to water and bathrooms for guests. Announce from the front.
8. Announce the children's program is if you have one.
9. Gather team together for prayer before guests arrive.
10. Be prepared to be at your stations no later than 30 minutes before, registration should be 45 min before the meeting begins.
11. Each day when you come together for prayer, encourage each other with any testimonies from the series.
12. Ensure each department has all of the necessary and needed resources they require to do their work.
13. Local church Elders should provide support to any department that may request it.
14. Visit with guests in the sanctuary who arrive early. Sample questions to ask them are: how they heard about the meetings, what they have learned so far, what's been their favorite part, and what they do for work. As you develop relationships, those conversations will continue to grow.

Greeters

1. Arrive as indicated in the section on greeters above.
2. Organize all literature and decision cards and have the current night's literature ready for distribution after the meeting.
3. Greeters will distribute the literature at the end of the meeting each night. Be sure to cover any side doors that guests may go through to leave.
4. You may need extra greeters the first 3-4 nights.
5. Be sure to greet visitors before and after the meeting each evening and get to know them. On opening weekend, it is good for greeters to open door for guests as they may not know where to go.

6. Guide guests to the registration table.
7. Please note that people may come late, so we should have someone at the door for at least 30 minutes after the meeting begins.
8. If greeters sit in the sanctuary, they should sit in the back so that they can get out easily at the end.

Registration

1. Arrive early as indicated in the section on registration above.
2. Registration tables should be set up in the foyer. Have at least two on opening weekend to ensure short wait times for guests and create difficulty for guests to slip by. Have tablecloths and flower arrangements on tables.
3. You may need extra volunteers on the first 3-4 nights until everyone is registered.
4. Registration cards printed and ready (have more than you think you need).
5. Have extra pens and clipboards (with registration cards) for the opening weekend to ensure short waiting times.
6. Bible Question Box ready on the table.
7. Bible Question & Prayer request cards printed and on table.
8. Provide pens and paper for note-taking to guests.
9. Place extra handbills/invitations on the table for guests to invite others.
10. Have the gift ready to give on opening weekend to guests if you are giving it
11. Begin entering names into One Accord(or your database) as soon as possible.
12. As soon as all names are entered, an attendance list should be printed each night for the speaker and/or pastor and prayer leader. Be careful with this list so that it does not get circulated or shared.
13. Your number one priority is to get the contact information from each guest. If they pre-registered, they likely did not fill out their physical address. You can either 1) Have everyone fill out the registration card equally or 2) Have the pre-registration list pre-printed and have walk-ins fill out the card. If you have a pre-registration list printed for people to check in, be sure you have all their information. Whatever information you don't have, ask them for it. "Oh, I noticed we didn't get _____. Could you fill that out here (hand them a registration card) as well as the survey on the back? Thanks so much!" Some may not wish to register, and that is ok. We encourage but do not force. Be friendly and kind.
14. *Give the full meeting schedule to guests on night two or three.
15. Print attendance check off list for the next meeting if you are not using electronic check-in.
16. If you are conducting a Bible school for guests to complete lessons, print off the tracking sheet (emailed and on website). Most guests who do the Bible School will start turning in lessons on night 4.

Platform

1. Put out any banners for the platform.
2. Platform decor should be clean, simple, and inviting.
3. You may wish to remove hymnals and leave only Bibles. It is ideal to do so.

Audio Visual

1. Test A/V equipment on opening night before the meeting, even if you have already done it on a previous day. Ensure:
 - Sound levels are correct
 - Mics are placed in the correct position on the platform
 - Projector is bright enough with used light levels
2. Begin background music at 30 minutes before
3. Monitor countdown clock and be prepared to begin at start time
4. Play background music following the main meeting

First Weekend Phone Calls and Communication

- Pre-registrants who did not attend the opening night should be called on Sabbath afternoon and invited to Saturday night's meeting.
- Pre-registrants who do not attend nights one or two should be called on Sunday and invited to Sunday night's meeting.
- Guests who attended night 1 but did not return on night 2 should be called on Sunday morning and invited to night 3.
- The first weekly letter (will be shared via email and put on the Resource website) should be prepared and mailed to all guests on Monday.

Thank you all for your hard work! The Lord will bless your efforts!

Galatians 6:9 "And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart."