

# **APPENDIX**

- **Typical Weekend Schedule**
- **Sample Church Information Sheet**
- **General Instructions To Correspondence Group**
- **Sample Team Member Invitation Letter**
- **Sample Response Cards**
- **Sample Team Member Information Sheet**
- **Sample Weekend Evaluation Form**
- **Sample Prayer List**
- **Generic Weekend Planning Calendar**

## **EXPERIENCING GOD WEEKEND EVENT**

### **Typical Weekend Schedule**

### **Adjust As Required To Fit Local Needs**

#### **Thursday**

5:00 PM Begin 24 Hour Prayer Vigil

#### **Friday**

2:00 PM Spiritual Preparation and Training Time for Team Members

5:00 PM Team Meeting for Visiting Team Members

6:30 PM Church-wide Fellowship Supper

7:15 PM General Session in Sanctuary For Everyone. Worship and Testimonies.

7:45 PM\* Teaching Session I

8:30 PM\* Small Group Discussions

9:15 PM Reconvene in Main Sanctuary for closing. Pair Hosts and Guests.

#### **Saturday**

8:00 AM Team Meeting for Visiting Team Members

9:00 AM\* General Session in Sanctuary. Worship and Testimonies.

9:20 AM\* Teaching Session II

10:15 AM\* Break

10:30 AM\* Teaching Session III

11:30 AM\* Small Group Discussions

12:30 PM Dismiss

5:00 PM Team Meeting for Visiting Team Members

6:00 PM Church-wide Fellowship Meal

6:45 PM General Session In Sanctuary For Everyone. Worship and Testimonies.

7:30 PM\* Teaching Session IV

8:15 PM\* Small Group Discussions.

9:00 PM\* Reporting / Sharing / Closing and Response Time

#### **Sunday**

8:00 AM Team Meeting for Visiting Team Members

9:30 AM\* Bible Study led by visiting Team Members. Review of Weekend Study

10:45 AM Worship Service. Commitment Time.

12:30 PM Lunch For Departing Team Members and Host Families

6:00 PM Evaluation Time. *What Is God Saying To You?*

\* Denotes Children and Preschoolers with Children's Workers.

## WEEKEND EVENT CHURCH INFORMATION SHEET

CHURCH: **Some Baptist Church**

MAILING ADDRESS: **124 First Avenue  
Somewhere, XX 99999**

CHURCH PHONE: 123-456-7890 FAX 123-456-7899

Weekend Date: Month, days, year

Church Size: Resident Members. Avg. Sunday School.

Predicted Attendance: PreSchool ( Sunday) + Children ( Sunday) +  
Youth ( Sunday) + Adults = ca

Adult Groups Planned:  
Team Size Needed:

Actual Groups Used: Friday; Saturday; Saturday PM.

### PEOPLE:

Pastor:  
Minister of Education:  
Minister of Music:  
Minister of Youth:  
Church Secretary:  
Church Secretary:

Local Coordinator:

### VISITING TEAM:

Coordinator:  
Resource Person:  
Music Leader:  
Pianist:  
Youth Cord.  
Children's Cord.  
Pre-School Cord.

# INSTRUCTIONS TO WEEKEND EVENT CORRESPONDENCE GROUP

## Baptist Church

From Weekend Coordinator, Address, Phone, FAX

### **Subject: General Instructions For Weekend Event Preparations**

There are several items that you need to copy or prepare for the upcoming Weekend Event. This memo contains instructions and attached is some specific material that you will need. Please review the following and work with your Local Coordinator if you have questions. Please note that some of the items must be customized for your local church and your local plans, so please check with your Local Coordinator about necessary revisions. Photocopy as much as possible to cut down on the work. You have a big job and your hard work is greatly appreciated.

#### **1. Weekend Manual**

The *Weekend Participant Workbook* will be used throughout the weekend. You will need to make a photocopy of the workbook for (a) each adult that you expect for the weekend, (b) one for each team member, (c) one for each youth expected, both team members and local and (d) some extra for those who forget or lose their copy and for the unexpected participants. See your Local Coordinator for estimate on numbers. Photocopy on both sides if possible.

#### **2. Team Invitations**

There are several parts to the invitation to be sent to each team member or couple on the list that has been provided to your Local Coordinator:

##### (a) Team Invitation Letter.

A sample is enclosed for your pastor to customize for your church. You will need one for each team member or couple numbered on the Team Member List.

Please leave the master copy in your computer file or make a number of extras to send if team members are added later.

##### (b) Response Cards.

A sample is enclosed with instructions. (There is also a sample *Preparation Manual*.) Cards should be reproduced on post card stock. Two cards should be enclosed with each letter.

**IMPORTANT: Each card should be numbered to match the number on the team list. One card should be addressed to the church; one card should be addressed to --- Weekend Coordinator's name and address---. Be sure to stamp the cards.**

Please leave the master copy in your computer file or make a number of extras to send if team members are added later.

**(c) Team Member Information Forms.**

Photocopy the attached form and enclose one or two as appropriate with each invitation. Please keep one copy for use if team members are added later.

**Team invitations should be prepared in advance and should be ready to mail out on**

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**3. Team Handbook**

You only need *Team Member Handbooks* for the visiting team members. You will need one copy for each visiting team member. Please check with your Local Coordinator to determine the number. Please be sure to make about 10 extra.

**4. Evaluation Form**

You will need this form on Sunday Evening. You can use the attached example or make up your own. You just need some way to get people's reaction to the weekend and a list of those who would like to be involved in whatever you do as follow up to the weekend. You will need a form for every person you expect to attend the Sunday evening service plus a few extra.

**6. Children's Manual**

You will need to photocopy *Children's Materials* for use during the weekend. You will need to have one copy for each child you expect plus some extra. Your Children's Group Leader should check with the Children's Coordinator on the team for any special instruction. See your Local Coordinator for help with numbers. There may be special instructions for Sunday School.

**7. Children's Manual For 4 & 5 Year Olds.**

Same instructions as for the Children's Manual.

**SAMPLE TEAM RESPONSE CARD**

**NOTE:** **TWO PRESTAMPED AND NUMBERED** cards to be mailed with each invitation letter. One card is to be addressed to the church; One card is to be addressed to

John Smith  
Address  
City, State, Zip

One More Time: Be sure to number the cards and to stamp the cards. Thanks!!!

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Team No. \_\_\_\_\_

\_\_\_ I will \_\_\_ I will not be able to participate as a team member in the **(Name of specific weekend weekend event)** at **(Your church in some city)** on **(Date)**.  
(Check the needed information if your answer is "Yes")

ADULTS: \_\_\_ Couple; \_\_\_ Coming without spouse; \_\_\_ Single  
YOUNG PERSON: \_\_\_ College; \_\_\_ High School; \_\_\_ Jr. High  
EVERYONE **PLEASE!!** \_\_\_ Male; \_\_\_ Female; Ages: \_\_\_\_\_

- (1) Our children are coming with us: \_\_\_ Yes \_\_\_ No
- (2) Please provide housing: \_\_\_ Yes \_\_\_ No
- (3) Estimated Arrival Time: \_\_\_\_\_ (Team Meeting at 5:00 P.M.)
- (4) Special accommodations or needs: \_\_\_\_\_

Signed:

**Complete, sign and mail before Tuesday, \_\_\_\_\_(Date). Please mail the card, regardless of your decision**

**Sample Team Invitation Letter** to be written on church letterhead and customized to reflect the local church and the pastor's personal emphasis and input.)

Current date

Dear Team Members:

We want to extend to you an invitation to be a team member for our \_\_\_\_\_ Weekend on \_\_\_\_\_ at \_\_\_\_\_ Church in \_\_\_\_\_. We are praying that the Lord will lead many of you to join us as we seek as fresh breath from the Lord as we join Him in the work that He is doing here in \_\_\_\_\_. We believe that this weekend is needed for all of God's people to simultaneously hear from the Lord concerning our Christian life in our workplace, wherever that might be. We here at \_\_\_\_\_ are making prayer and spiritual awakening a priority in our church life.

\_\_\_\_\_ has a resident membership of \_\_\_\_ and an average Sunday School attendance of \_\_\_\_\_. Our membership is ..... *personalize this to the composition and ministries of your church.....put in here such things as how many have completed the Kingdom Agenda workbook, whatever else you, Pastor, want to say about the spiritual aspects of the weekend..... say what you are praying will come out of the weekend ..... this part is for you, Pastor, to personalize .... Complete this paragraph with a statement about your and the staff's commitment to the weekend event and of spiritual awakening in your church.*

Our weekend will be led by John Smith as Coordinator. Enclosed are two response cards. Please pray and seek God's leadership about your participation in this weekend before you make your decision. Because of recent experience we are asking you for a PROMPT response to give us time to invite additional team members if necessary. Thanks for your cooperation.

**Mail BOTH cards back AS SOON AS POSSIBLE, but no later than TUESDAY,**

\_\_\_\_\_.

Also enclosed are team member information sheets. Please complete them as soon as possible and mail them to John. If you have questions feel free to call John days or evenings at 123-456-7890. Thanks.

We will be praying with you about your decision. Should you respond "yes" you will receive a letter a few days before the weekend with schedule, directions to the church, etc. We are looking forward to the possibility of you being with us. Please join us in prayer for God to do a mighty work before and during this Kingdom Agenda Weekend.

Usual closing  
Pastor's name and signature

If you have not filled out one of these recently, please complete and return to the address below.

## **TEAM MEMBER INFORMATION SHEET**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (O) \_\_\_\_\_ (cell) \_\_\_\_\_

Age: (Circle One) 13-14 15-18 19-25 26-35 36-45 46-55 56-65 over 65

Occupation: \_\_\_\_\_ Special Ministry \_\_\_\_\_

Church Membership: \_\_\_\_\_ Pastor: \_\_\_\_\_

Are you an active and supportive member now? \_\_\_\_\_

Is your lifestyle and witness a positive influence in your church? \_\_\_\_\_

I/We completed the \_\_\_\_\_ course. \_\_\_ Yes \_\_\_ No When? \_\_\_

I/We have led a group through the \_\_\_\_\_ study. \_\_\_ Yes \_\_\_ No When? \_\_\_\_\_

I have participated in \_\_\_\_\_ (number) of weekend renewal events.

Check one: \_\_\_ I can share my testimony with any size group.

\_\_\_ I prefer to share within a small group only.

Can you play the piano? \_\_\_\_\_ Sing a solo? \_\_\_\_\_ Lead Singing? \_\_\_\_\_

Other special talents or abilities: \_\_\_\_\_

I am a Children's Coordinator. \_\_\_\_\_ Would like to be one. \_\_\_\_\_

I'm willing to work with Children's Coordinator one session during the weekend. \_\_\_\_\_

I am a Youth Coordinator. \_\_\_\_\_ Would like to be one. \_\_\_\_\_

How would you describe your current walk with the Lord in the last six months?

\_\_\_\_\_

—

\_\_\_\_\_

—

(Please use other side if necessary.)

**Return to -- Coordinator's Name and Address -- AS SOON AS POSSIBLE!**

*Questions? (Coordinator's phone number.)*

# Typical Weekend Event Response Form

(modify as necessary to meet local needs)

What did you appreciate most about the weekend?

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What was the most important thing that you learned during the weekend?

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Would you like to do the (title of follow-up study) course?     Yes     No

Would you like to be a part of a small group?     Yes     No

When is the best time for you to meet with a small group?

Which day? \_\_\_\_\_

Best time of day \_\_\_\_\_

During the weekend I felt led to either learn more about or become involved in the following ministry or organization in our church:

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Name(s): \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Would you be interested in being a team member on a future weekend?     Yes     No

Other Comments you might have:

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**SPIRITUAL PREPARATION ALWAYS PRECEDES SPIRITUAL BLESSINGS**  
**(General prayer list for weekend event)**

***"If My people ... will humble themselves and pray ... I will hear from heaven and ... "***

For the upcoming \_\_\_\_\_ Weekend the following things warrant specific prayer:

1. That the Lord will provide just the right visiting team members for our church.
2. That the Lord will place the right visiting team members in just the right homes.
3. That the Lord will fill the hearts of our members with a sense of expectancy and anticipation.
4. That the Lord will burden the hearts of our people to pray diligently that He will have complete freedom to act in the lives of our members; that He will meet specific needs; that He will uplift specific programs and that He will move to meet the unmet needs in our church both during and after this \_\_\_\_\_ Weekend. And that He will open our eyes that we may recognize His activity and His answers to our prayers.
5. That we develop specific prayer requests for our individual lives, for our families and for various church organizations and our church as a whole.
6. That we as God's people might see ourselves as God sees us and confess all known and revealed sin to Him.
7. That we will be united as His people and His local church during this \_\_\_\_\_ Weekend. That we might be filled with a new love for each other during this weekend. That the Lord might destroy all barriers to fellowship in our church body during this weekend.
8. That we, both as individuals and as a corporate church body, might have a new and fresh "experience" with God during this weekend.
9. That we as individuals and as a corporate church body might come to know and understand His will in our individual lives and to recognize His activity around us in a new and better way.
10. That the Lord will anoint and guide our pastor and staff and the \_\_\_\_\_ Weekend preparation leaders as they prepare for this weekend.
11. That we as God's people might be filled with the sense of awe described in Acts 2:43 as we recognize His activity in and around us. (Acts 2:43 *Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles.* NIV)
11. That the Lord will guide \_\_\_\_\_, Weekend Coordinator, and give him wisdom and understanding as he prepares and leads during this weekend.
12. That there might be a high level of participation by our church members, and that even those who are skeptical or even cynical might be impressed to attend, even if only out of curiosity.
13. That I as an individual might be willing to make a personal commitment to attend and to assist as required Sunday School class and other church organizations to encourage others to attend. That I as an individual will commit time each day to pray for the \_\_\_\_\_ Weekend.

***Claim Psalm 51:10, I Corinthians 10:31 and Colossians 3:17 every day***

**Ps. 51:10** Create in me a pure heart, O God, and renew a steadfast spirit within me. (NIV)

**I Cor. 10:31** So whether you eat or drink or whatever you do, do it all for the glory of God. (NIV)

**Col. 3:17** And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. (NIV)

# TYPICAL WEEKEND EVENT PLANNING CALENDAR

(page 1)

Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>- 10</b>							
	Pre-mission Visit To Staff by Week 14. Local Coordinator Recruited by now.	Preparation Group Leaders Should Be Recruited Now!!! <b>DON'T DELAY!</b>		Preparation Groups Should Begin To Study Weekend Materials Now			
<b>- 9</b>							
	Decide How And Which Weekend Prayer Seminar Is To Be Used.						<b>CHURCH PREPARATION WEEKEND</b>
<b>- 8</b>							
	<b>CHURCH PREPARATION WEEKEND</b>						
<b>- 7</b>							
		MAIL INVITATIONS TO TEAM TODAY!!! See sample letter in manual.					
<b>- 6</b>							
		Optional: First letter to local church this week.					
<b>- 5</b>							
	Second Pre-weekend visit with leadership if needed.						Pastor teaches weekend prep materials next few Sundays

TYPICAL WEEKEND EVENT PLANNING CALENDAR

(page 2)

Week	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
- 4	Begin Major Weekend Event Promotions This Sunday.	Publicity Posters Should Be Up By Today At Latest.		Mention Weekend Event In All Services, Meetings, Mailouts, etc.			
- 3			Team Members Told To Mail Back Cards Today At Latest.			All Team Cards Should Be Back Today.	
- 2	Local Members To Give Testimonies In Worship Today.	Optional: Mail Out Schedule, Prayer Reminders, Weekend Instructions, etc.	Optional: Hosts Call Or Send Cards To Guests With Host Name, Phone, etc.	WELCOME LETTER TO TEAM WITH MAP & SCHEDULE. MAIL IT TODAY!	Don't Forget Team Letter!!!		
- 1	Local Members To Give Testimonies In Worship Today.	Church and/or Home Prayer Groups... Telephone Calls And Visitation...	Church and/or Home Prayer Groups... Telephone Calls And Visitation...		5:00 PM START 24 HOUR PRAYER VIGIL VERY IMPORTANT!	WEEKEND EVENT BEGINS TODAY.	WEEKEND EVENT CONTINUES.
0	WEEKEND EVENT CONTINUES.	Begin To Organize Follow-up Activities Today! DON'T DELAY!		Pastor's "Thank You" Letter To Team.			
+ 1							

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