

MISSION AFRICA

IN FELLOWSHIP WITH CAPE TOWN 2010





EVENT PREPARATION MANUAL

INTRODUCTION AND VISION

The Cape Town 2010 team has a vision to prepare and conduct multiple evangelistic outreaches across South Africa and the African Continent in the months immediately preceding the next Lausanne World Congress, which will be held in Cape Town, South Africa in October, 2010. These outreaches or missions will involve African Enterprise along with indigenous African evangelistic organizations and other evangelistic ministries from around the world. All types of evangelistic outreach will be included, and all would be rooted in and faithful to the Gospel of Jesus Christ. A Mission Committee is providing oversight, with each locality forming its own leadership team. We would invite African evangelists, to be joined by evangelists from many countries, to participate in and lead these missions.

There is a history to the idea of an evangelistic outreach mission associated with a Lausanne Congress. Billy Graham conducted a small mission in 1974 in the city of Lausanne in conjunction with the First Lausanne Congress on World Evangelization. We believe that LCWE's reputation and world-wide network allows the opportunity to help organize, plan and facilitate these missions.

Mission Africa will be conducted in fellowship with Cape Town 2010: the Third Lausanne Congress on World Evangelization. The Mission Committee, giving leadership to Mission Africa, will strive to serve the church in Africa in its work of evangelism, by helping to partner International evangelists and African evangelists, theologians and others, and to facilitate multiple evangelistic outreaches across South Africa and the African Continent in the months immediately preceding the Congress in October of 2010.



THE OBJECTIVES OF MISSION AFRICA

- To serve the mission of the church in their work of communicating the gospel message of Jesus Christ in both word and deed;
- To partner international ministries with African ministries, to maximize resources and provide lasting relationships for effective ministry now and in the future;
- To support the development of strong leadership through training and ministry opportunities.
- To provide an emphasis on long term discipleship through the follow-up in prepared local churches;
- To use every Mission Africa event to reintroduce the Lausanne Covenant to a new generation of evangelistic ministries and opportunities.



PRINCIPLES OF OPERATION

- Churches and organizations wishing to participate in Mission Africa will be expected to understand that Mission Africa events will be conducted in the spirit and style of The Lausanne Covenant.
- In conjunction with each mission there will be an agreed ministry of compassion or aid.
- Based on multiple churches working together for each mission there will be:
 - An agreed financial policy
 - An agreed policy of preparation and singleness of purpose, i.e. evangelism
 - An agreed set of criteria which all mission localities would meet including established principles of preparation and follow-up.
- The CT2010 Mission Committee is responsible for general oversight, assigning evangelists and developing and implementing a master plan.



EVENT PLANNING GUIDELINES

The preparation for an evangelistic event can be divided into two major areas with five specific responsibilities in each area. Firstly there is the spiritual preparation that must take place by the leadership and participating churches, and in the community. Secondly there is the physical preparation that provides a structure for the event.

FINANCES

Local: Each local mission committee is responsible for covering the costs of local administration, publicity, venue, sound, lighting, and other local expenses. A sample budget sheet is available from Mission Africa.

Central: Central funds will be raised across South Africa and the Continent as well as internationally to cover cooperative expenses such as travel for Team representatives, advertising, training conferences, centrally-produced materials and videos, etc.

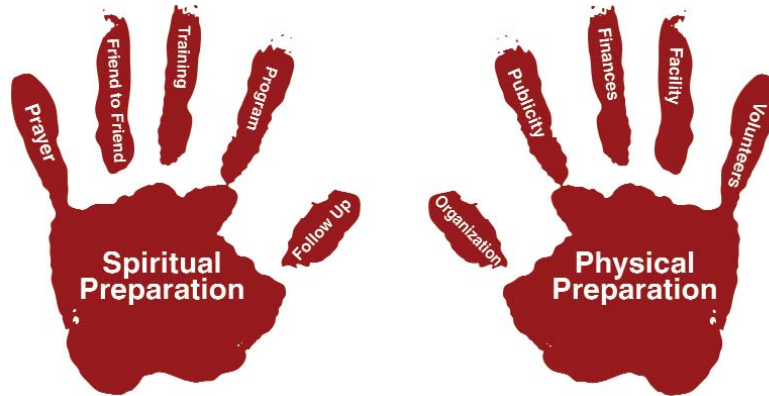
Evangelists/Programme Support Team: Individual evangelists and the Programme Support Team would raise funds from their own constituency to cover their own expenses and travel, so that evangelists and support teams would come at no cost or expense to the localities organizing an outreach.

Policy: A strict financial policy governing the raising and disbursement of funds must be agreed to in writing before a locality embarks on mission preparation.





TWO HANDS OF PREPARATION

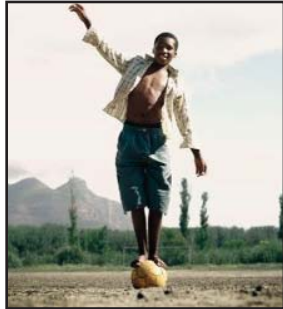


Two hands are more effective in most efforts than just one. Preparation for Mission Africa will also take two hands. The partnership of African and International ministries will take "physical" and "spiritual" hands of preparation working equally together to have the maximum impact for the work of the Gospel.



SPIRITUAL PREPARATION

- PRAYER is the foundation of any evangelistic ministry effort.
- All evangelism is based on relationships. FRIEND TO FRIEND will insure that people in churches will faithfully pray for and invite the family members and friends they want to attend Mission Africa events as their guests.
- Prior to the evangelistic event it is important to TRAIN believers who will be available to talk with those who respond to the invitation and follow them up in the weeks that follow.
- The PROGRAM of an evangelistic event needs to be planned with the target audience in mind, that is the non-believer.
- Churches should be active in making sure that the new believers are FOLLOWED-UP on for as long as is needed to enable them to become productive members of a local congregation.



PHYSICAL PREPARATION

- Effective ORGANIZATION at the beginning of the process can prevent many problems later on as it helps to define the tasks that must be done and the people responsible for them.
- It is helpful to engage in public advertising a few weeks before the event. This PUBLICITY creates community awareness, which also helps believers invite their unbelieving friends.
- Raising the necessary FINANCES of events is a partnership between African and International ministries.
- The appropriate preparation of a FACILITY includes seating, sound and anything necessary for people to hear the message.
- An effective evangelistic event needs many VOLUNTEERS, people who are enthusiastic to participate in the sharing of the Gospel. There is much to do behind the scenes.





SPIRITUAL PREPARATION

PRAYER

Jesus said: "The Spirit gives life... This is why I told you that no one can come to me unless the Father has enabled him." (John 6:63,65 NIV)

Just as the hand cannot effectively operate without the thumb, so evangelism cannot be

effective without prayer. Before anything else there must be a commitment to prayer because evangelism is ultimately the work of the Holy Spirit but for some reason God has chosen to use us in the process.

Some practical ideas for encouraging prayer:

- Find a volunteer, someone with a heart for prayer, to coordinate prayer for the event.
- Engage any existing prayer groups to include the event in their prayer requests and prayer links.
- Develop a simple prayer request sheet which can be distributed by email or in print.
- Call Christians to special times of prayer for the event.

FRIEND TO FRIEND

In 2 Kings 5 we read about a young Israelite girl introduced the Syrian general Naaman to God's prophet who told him how he could be healed. The disciple Andrew was always introducing people to Jesus, including his brother Peter (John 1:40-42), the little boy with the fish and loaves

(John 6:8), and a group of Greeks who wanted to meet Jesus (John 12:22).

Closely connected to prayer is friend-to-friend evangelism. All evangelism is based on relationships and even though the Gospel may be proclaimed to a large group of people it is those who are personally invited by a friend who will respond to the evangelist's message.

Some practical ideas for establishing a Friend-to-Friend program:

- Find a volunteer, someone who is an effective personal evangelist, to coordinate friend-to-friend in churches. It is also possible that the prayer coordinator can take on this responsibility.
- Encourage pastors to teach and involve their congregations in friend-to-friend evangelism. Provide a sermon outline to pastors which can be used in encouraging their people. (Sample provided).
- Provide a simple card on which people can write the names of friends they will pray for and invite to the event. (Sample provided) This card can be kept in their Bibles as a reminder.

TRAINING

"Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good."

(1 Peter 2:2,3)

It is important that anyone who responds to an invitation to fol-

low Christ should have the opportunity to discuss this decision with a trained believer who can clarify the decision and encourage them in their new walk with God. Caring for a new follower of Jesus Christ is like caring for a new baby. They need food, fellowship, and protection while they grow. This is provided by mature believers who befriend them and who provide helpful instruction and example in how to read the Bible, pray, become part of a congregation of believers, share the Gospel with others, etc. Prior to the evangelistic event it is important to train believers who will be available to talk with those who respond to the invitation and follow them up in the weeks that follow.





Some practical ideas for training:

- Find a volunteer, preferable a respected pastor, who will coordinate the training of believers and supervise their activities at the event.
- Link up with a reputable local ministry that can provide training e.g. The Navigators, Campus Crusade for Christ, and ask them to do the training.
- Set aside a specific time for training about six weeks before the event. Allow for two evenings or a full day to properly train believers.
- Secure a suitable facility for the training, perhaps a local church building.



PROGRAMME

"After John was put in prison, Jesus went into Galilee, proclaiming the good news of God. "The time has come," he said. "The Kingdom of God is near. Repent and believe the good news!" (Mark 1:14,15 NIV)

An evangelistic event needs to be planned with the target audience in mind, that is the non-believer. Therefore it is not likely to include some of the features of church services. When planning the programme keep these suggestions in mind:

- Selection of a capable and experienced master of ceremonies who will keep the programme moving along
- Don't make the programme too long so that people leave early or that volunteers become too tired to keep working with the outreach.
- Keep the message central – proclaiming the Gospel. Allow enough time for the evangelistic message to be communicated effectively.
- Use the music to prepare the audience for the message.
- If testimonies are part of the programme they should be well prepared and delivered effectively.
- An invitation for people to respond to the message should always be part of the message. It does not have to be long but the audience should

be challenged to make a decision. Time for the invitation and counseling should be included in the planning.



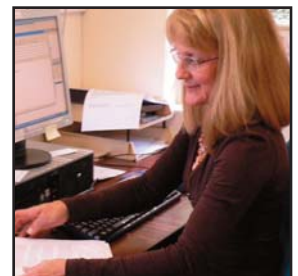
FOLLOW UP

[Paul and Barnabas] preached the good news in that city and won a large number of disciples. Then they returned to Lystra, Iconium and Antioch, strengthening the disciples and encouraging them to remain true to the faith. (Acts 14:21,22)

Almost half the work of an effective evangelistic outreach can be involved in the follow up of new believers. Each new believer is like a baby and needs a lot of personal attention. Churches should be very active in making sure that the new believers are followed up for as long as is needed to enable them to become productive members of a local congregation.

Some practical ideas for follow up:

- The volunteer who coordinates the training can also coordinate the follow up responsibilities.
- Make sure that as many mature believers as possible are trained to follow up new believers.
- Obtain suitable printed materials to give to new believers to encourage them. This might include a New Testament or Gospel and a simple Bible study. Often the local Bible Society is willing to provide Bible portions.





PHYSICAL PREPARATION

ORGANIZATION

“Jethro told Moses: “But select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials over thousands, hundreds, fifties and tens. Have them serve as judges for the people

at all times, but have them bring every difficult case to you; the simple cases they can decide themselves. That will make your load lighter, because they will share it with you. If you do this and God so commands, you will be able to stand the strain, and all these people will go home satisfied.” (Exodus 18:21-23)

Effective organization at the beginning of the process can prevent many problems later on as it helps to define the tasks that must be done and the people responsible for them.

An Advisory Committee should be formed consisting of as many denominational leaders as possible to give credibility to their constituents and to encourage churches under their leadership to participate.

An interdenominational committee should be formed to give guidance to the event preparation. This does not need to be large but should represent the participating churches.

The working group in the committee should include a coordinator whose responsibility will be to make sure all the necessary preparation for an effective event is done by the responsible individuals. Other key responsibilities should be assigned to leaders with the appropriate gifting for the responsibility. Usually the following areas of responsibility are part of a committee structure:

- Prayer and Friend-to-Friend
- Publicity and Advertising
- Finances
- Training and Follow Up
- Physical Arrangements and Volunteers

Descriptions of committee member responsibilities can be found on the Mission Africa website.

Other areas of special interest can be added e.g. Youth, Women, Prisons, etc.

PUBLICITY

“Then, leaving her water jar, the woman went back to the town and said to the people, “Come, see a man who told me everything I ever did. Could this be the Christ?” They came out of the town and made their way toward him.”

(John 4:28-30 NIV)

It is important to create awareness in the community for the event. Early on in the process the publicity is aimed only at the participating churches, encouraging them to pray, participate in Friend-to-Friend, and take part in the training.

It is helpful to engage in public advertising a few weeks before the event. However it should be done as inexpensively as possible. This creates public awareness which also helps believers invite their unbelieving friends.

Some practical ideas for publicity:

- Find a volunteer with some experience in advertising or marketing to coordinate the publicity and advertising aspect of the event.
- Create a simple logo to give the event a distinctive look. This logo should appear on all communications about the event.
- Use low cost methods of publicity as much as possible. These could include media interviews, e-mail and text messages, public service announcements, banners, posters, bulletin inserts in church services, news releases, etc.
- Remember that few people will attend the event just because of the advertising and publicity. They will attend because they have been invited. Therefore the advertising and publicity should support friend-to-friend and it should not overwhelm the event budget.





FINANCES

“For Titus not only welcomed our appeal, but he is coming to you with much enthusiasm and on his own initiative. And we are sending along with him the brother who is praised by all the churches for his service to the gospel. What is more, he was chosen by the churches to ac-

company us as we carry the offering, which we administer in order to honor the Lord himself and to show our eagerness to help. We want to avoid any criticism of the way we administer this liberal gift. For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men.” (2 Cor. 8:17-21 NIV emphasis added)

The area of finances includes the proper handling of funds provided for the event and also strict accounting for how those funds are used. Great care should be taken in setting up adequate controls for the accounting of funds as misunderstandings in this area can easily occur and can create suspicion.

Practical ideas for handling finances:

- Find a volunteer treasurer with experience in accounting or bookkeeping to establish and maintain a set of accounts similar to what any good business would use.
- Consider opening a separate bank account for the event. If that is not possible perhaps a sponsoring organization can create a separate set of accounts within their accounting system.
- Limit the number of people who have authority to approve expenses. Expenses above a certain amount should be approved by two authorized individuals.
- All expenses should be backed up by appropriate documentation such as an invoice or receipt with a clear explanation.

Practical ideas for fundraising:

- Find a volunteer who has some experience at raising funds for an event to make a plan for raising funds to cover the cost of the event.
- Encourage participating churches in having a special offering, perhaps designating one Sunday for all participating churches to participate in this way.
- Look for ways in which goods and services can be donated to the event by businesses sympathetic to the ministry.





FACILITY

“They read from the Book of the Law of God, making it clear and giving the meaning so that the people could understand what was being read.”

(Nehemiah 8:8 NIV)

It was only after Nehemiah had led the people in rebuilding the city of Jerusalem that Ezra came and preached from the Law and the people responded. In the same way it is important to prepare a physical place that is appropriate for the preaching of the Gospel. Often it is thought that the physical arrangements are a low priority for a spiritual event. However if the venue is inappropriate or the sound system is not clear the audience will be distracted by discomfort or inability to hear and will not be able to focus on the message. The appropriate preparation of a venue will reduce the hindrances for the Holy Spirit to work in people's hearts.

Practical ideas for Facility Arrangements:

- Find a volunteer to coordinate the arranging of a venue for the event.
- If possible secure a neutral venue where non-believers will feel comfortable attending.
- Secure a venue which is the appropriate size for the number of people expected.
- Obtain a suitable sound system for the venue. This is possibly the most important aspect of physical arrangements because if people cannot hear they cannot respond (Rom. 10:14)
- Remember to arrange for other facilities needed for an event such as parking, signs, bathroom facilities, security, ushers, etc.



VOLUNTEERS

“My dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.” (1 Cor.15:58 NIV)

An effective evangelistic event needs many volunteers, people who are enthusiastic to participate in the sharing of the gospel. There is much to do behind the scenes and volunteers will help to accomplish this.

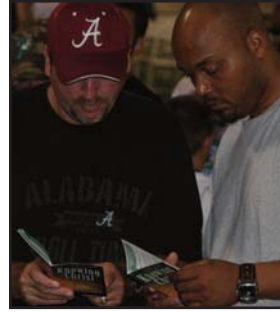
Some practical ideas for engaging volunteers:

- Find a person who will recruit and assign volunteers to the appropriate tasks.
- Volunteers help to spread the responsibilities around so that no one person or small group is overwhelmed.
- As people commit themselves to help so they will be come more involved and seek to involve their friends and families. Their excitement becomes contagious.
- It is important to define what tasks need to be done and to train volunteers to do those tasks by showing them how to do them and then holding them accountable.
- Try to assign volunteers to tasks which fit their skills and interests.

A successful evangelistic outreach will result from the bringing the spiritual and the physical aspects together.

Note: this manual is intended to serve as a guideline to the preparation and implementation of an evangelistic event. It will need to be adapted to each local situation, taking into consideration the unique conditions at each location.





“And the Lord added to their number daily those who were being saved.” (Acts 2:47)





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