

# SOUTHERN BAPTIST EVANGELISTS



## RESOURCE MANUAL FOR PASTORS

CONFERENCE OF SOUTHERN BAPTIST EVANGELISTS  
PO Box 444  
Katy, Texas 77492  
[www.sbcevanalist.org](http://www.sbcevanalist.org)  
(770) 709-4657



# RESOURCE MANUAL FOR PASTORS

This Resource Manual has been prepared to help you as a pastor to be prepared and organized to realize the greatest opportunity that is set before you and your people. It is the hope and sincere desire of COSBE that as you read this document you will find the suggestions to be helpful. Please read and follow as closely as possible the suggestions that you believe will be beneficial to your field of ministry.

## INTRODUCTION

In Scripture Paul instructed the Ephesian Christians (Eph.4:11-12) concerning the spiritual gifts which were given to members of the Body of Christ for the edification and completion of the Church. Among these gifts was listed the gift of the evangelist, which we understand as the special anointing to communicate the gospel message. There are many within the Church who have been blessed with this gift of evangelism and who exercise it with much success but who are not called of God into evangelism as a life's work.

*"It is better  
to be  
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than  
prepared"*

Vocational Evangelists differ from others who possess the gift of evangelism in that they feel a special call of God to pursue evangelism as a vocation. This entails the freedom to be available to go anywhere at anytime and to be used as a Harvest Evangelist, a Music Evangelist, a Revivalist, or as a Specialized Ministry Evangelist.

Someone has said . . . *"It is better to be pre-prayed than prepared."* Certainly prayer is the power, but preparation is the procedure to gain God's anointing power to accomplish His perfect purpose for the opportunity to see souls saved. In addition, Christians capture a new and fresh vision to reach your community for Christ.

COSBE members are praying for God's divine leadership in your life and those who will follow to experience a genuine "renewal" and "harvest" that will exalt the name of Jesus in all things.

## WHY USE A VOCATIONAL EVANGELIST?

In Ephesians 4:16 we read, *“From Him the whole body, fitted and knit together by every supporting ligament, promotes the growth of the body for building up itself in love by the proper working of each individual part.”*

In the same chapter in which Paul introduces the gifts of the Spirit for the edifying of the Body of Christ, he also established the necessity for each gift to be exercised to its fullest potential for the up-building of the Kingdom of God. Those who are truly called to a ministry should be used to their fullest potential by the Church for the glory of God.

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from it.*

It is also important to realize that though there are many good preachers who are gifted in the presentation of the gospel in a revival setting, there are those who have a special anointing for evangelism. According to the scripture just cited, the Body of Christ will be its healthiest when each part or joint contributes that gift with which it is uniquely equipped. This can only be accomplished when church leaders and pastors recognize and utilize one of its greatest resources, the Vocational Evangelist.

## HOW TO SCHEDULE A VOCATIONAL EVANGELIST

This directory is provided to assist the local church in the search for a Vocational Evangelist. Once God has given direction to invite a Vocational Evangelist to serve the church, it is recommended that you begin contacting several Evangelists as soon as possible. In addition to this Resource Manual, COSBE maintains a website with pictures, biographical and ministry information of every COSBE member. Please check the website for the most up-to-date information.

**[www.sbcevangelist.org](http://www.sbcevangelist.org)**

The first contact with an evangelist should include questions about the person's ministry, call, and recent places of services. The enquiring church may wish to

request a brochure, biographical sheet, or a list of references from the evangelist. The Vocational Evangelist will be open to providing the information requested and also agree to pray with you and your leadership about the possibilities of ministering together in the future. The Vocational Evangelist understands that every request for information does not imply a firm commitment or invitation to minister with a church; therefore one should not be shy about contacting numerous evangelists before making a final decision.

When you have decided which Vocational Evangelist matches the needs and goals of your church, you should contact the evangelist to discuss possible dates and preparation plans. Many evangelists have full schedules for months in advance, and one should not be discouraged when the first date requested is not available. COSBE Evangelists will make every effort to accommodate the local church as to the dates requested, however, some dates are more in demand than others and it is best to be the first to request a specific date. Remember that working with an evangelist is a partnership, and a partnership requires flexibility, communication and trust.

## WHY HAVE A REVIVAL MEETING?

The word "revival" has taken on many meanings. The members of COSBE are committed to seeing revival in its truest experience in the hearts of the believers and the lost community. COSBE defines "revival" as a period of time set aside by a church for the purpose of Spiritual Renewal and Evangelism.

Why should the local body of believers have a revival? Listed below are several important reasons for the positive approach to spiritual renewal of God's people and the powerful acceptance of spiritual regeneration of a seeking soul.

### • PRIORITIES

Revival is a reminder to keep our priorities in proper order. Churches and their people sometimes forget that our priority is to share Christ with a lost world. Revival helps us to refresh our commitment to the "seeking and saving of those who are lost."

*"Great Revivals  
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They are the  
work of God."*

### • PRESENCE

Every church needs the opportunity to experience the presence of God in a new and exciting way. As the body gathers to hear uplifting music and inspiring preaching from God's Word the opportunity to truly experience His presence is enhanced. Revival can be a spiritual retreat to experience the presence of God with new zeal and vision.

## ● PURPOSE

"Revival" is for the purpose of Spiritual Renewal and Evangelism. At the same time, Revival becomes a unified voice of the body of Christ that proclaims to the community their purpose in showing concern for their fellow man's spiritual welfare. This should not be the only way a church shows Christ's concern, but it should be one consistent way.

## ● PROVISION

Revival should focus on God's provision for the total person in the life of the church. Biblical Revival is a wonderful opportunity to see God's provision in the lives of the family, young people, children, personal finances, inactive church members, and those who are lost without Christ. Our prayer should be to see a total-church life revival that will affect every person who is a part of the meeting.

## ● PRODUCTION

Revival sets a spiritual atmosphere that ripens and produces a harvest. The intensified atmosphere of concern and proclamation makes it easier to achieve a harvest of souls. The experience of many Evangelists gives evidence that adequate planting and watering guarantees such a harvest. Without proper planning, praying, and preparation, the revival will not produce a harvest of souls that will bring honor to the Lord Jesus. Psalm 126:5-6 is God's Word of production when we will pray and go forth to present the gospel to a lost and dying world that needs Jesus.

*"Those who sow in tears will reap with shouts of joy.  
Though one goes along weeping, carrying the bag of seed,  
he will surely come back with shouts of joy, carrying his sheaves."*

Psalm 126:5-6

## ● PRAYER

"The family that prays together stays together." "Prayer changes things." "More things are wrought in prayer than man will ever know." Prayer is more than a slogan. Prayer is a dynamic tool of our Christian faith. The revival should be bathed in prayer as God's people pray for spiritual healing within the body and divine healing for those who are eternally lost without Jesus. We should allow the revival to intensify and develop our prayer life in the future. We should realize that the revival effort will develop a "prayer-conditioned church." II Chronicles 7:14 reminds us that prayer is essential to any real revival. Organize the church to pray specifically for revival, themselves, fellow church members, and the lost. Great revivals never just happen. They are the work of God. Here are some plans to mobilize the prayer efforts of your church family.

1. Cottage prayer meetings  
Hosted by the deacons and/or Sunday School Leadership/Classes.
2. Prayer partners  
Pray together each day at work, at home, or by telephone.

### 3. Prayer vigil at the church

Use the 24-hour intercessory prayer chain the day before the revival begins.  
Be sure there is a definite plan, and be sure to enlist people to pray.

## THE ROLE OF THE PASTOR

As the pastor, you are called to "do the work of an evangelist" and to "equip the saints for the work of the ministry." As God's man, the pastor is the example of the personal soul winner and the equipper for life-style soul winning.

The results of revival are in God's hands, but motivating and activating people is the responsibility of the Pastor and the leadership of the church. The people must catch a vision of the possibilities of what God could do when people are willing to walk by faith and expect God to do above and beyond our greatest human expectations. This means WORK!

Prayer is essential in getting the work done. Too many times we have been guilty of doing the Lord's work, but leaving the Lord out of the work. Pray alone, pray with your staff, pray with your deacons, pray as you drive, pray as you work. PRAY, PRAY, PRAY! Work as though everything depends on you. Pray as though everything depends on God. It does and you do!

## THE CRUCIAL ROLE OF PASTORS IN BIBLICAL REVIVAL MEETINGS

The following section on Prayer is contributed by Dr. Gregory Frizzell. He is a long-time pastor now serving as Prayer and Spiritual Awakening Specialist for the Baptist General Convention of Oklahoma and the North American Mission Board. His degrees are from Southwestern and New Orleans Baptist Theological Seminaries. He has authored over twenty books on spiritual awakening and is President of a non-profit ministry providing books in over thirty languages. For ordering resources or scheduling conferences, he can be reached at 405.942.3800 or [gfrizzell@bgco.org](mailto:gfrizzell@bgco.org).

Few would argue that today's greatest need is genuine revival and sweeping evangelism through churches. After extensive research on the book, *"Iceberg Dead Ahead,"* I am utterly convinced another historic awakening is America's only hope. But one thing is certain — we must return to the power of revivals as witnessed in history's Great Awakenings. By God's grace and biblical preparation, it can still happen in a day such as ours. Even in times of judgment, God will move in those willing to prepare their hearts.

For clarity, I should briefly define the meaning of genuine revival and biblical evangelism. Revival is a miraculous work of God in which believers are deeply cleansed of sin and filled with God's presence. Biblical evangelism is the powerful new birth "conversion" of lost souls to a saving knowledge of Christ. We should note that genuine evangelism is life-changing conversion, not just "decisions" that quickly fall away.

## TRUE REVIVAL AND EVANGELISM ARE VITALLY CONNECTED!

Throughout history, genuine revival and evangelism are closely connected. When God's people get deeply revived, evangelism explodes upward and results last. Above all other factors, God uses pastors to prepare churches for revival and evangelism. Today we see encouraging signs of pastors learning to prepare churches for a real move of God. No doubt, every godly pastor and evangelist wants the real thing, not just "meetings" or temporary "decisions."

At last, more seem to understand that evangelism cannot be separated from true spiritual empowerment. In John 15:5, Jesus clearly stated that "abiding" is crucial for lasting fruit. "*I am the vine, you are the branches. He who abides in Me, and I in him, bears much fruit; for without Me you can do nothing.*" The amount, reality and lasting nature of spiritual fruit is directly tied to the level of our abiding (or closeness) in Jesus. Though this text has many applications, surely one is the vital role of prayer and repentance in a mighty move of God.

Concerning true revival and evangelism, there is good news. Some parts of the world are recapturing deeper prayer and heart preparation. As a result, they are seeing awesome moves of God's Spirit! Even in the midst of America's tragically low baptisms and weak churches, a small but growing remnant is returning to God's patterns of power! In most cases, it comes from a single crucial element — pastors are leading church-wide prayer and spiritual cleansing.

## THE PASTOR'S CRUCIAL ROLE IN HEART PREPARATION AND PRAYER

Whether it is preparing for a revival meeting or simple church-wide renewal, prayer efforts *must* be accompanied by deep heart examination and repentance. Today a serious misunderstanding is the idea prayer is powerful without heart cleansing and surrender. Yet the Bible is clear that unconfessed sin seriously hinders prayer and grieves God's Spirit. (Psalms 66:18; 24:3; Proverbs 28:13; James 5:10)

To experience clean hearts and sweeping power, examination and repentance must be *thorough* and grace-based. (Psalms 139:23-24; John 4:8; 1 John 1:9) Today's typical brief pause for cleansing will not suffice. A lack of cleansing and preparation is why many believers and churches pray, yet mountains don't move and revival tarries. Lack of serious preparation is why many churches have cottage prayer and schedule revival meetings, yet results are small and temporary. But be encouraged — heart preparation is *not* out of reach. Any believer or church can see salvations and healed relationships! Two simple biblical steps make all the difference.

## TWO VITAL STEPS FOR SPIRITUAL PREPARATION

**Step One:** *Lead the entire congregation to pray through a Scripture-based process of deep cleansing and renewed unity.*

Today there are various options and resources that are both practical and powerful. For evangelists, pastors and churches, we offer a book and preparation guide called **“Returning to Holiness: A Personal and Church-wide Journey to Revival.”** For churches, the book is completely non-profit at just pennies on the dollar. The tool is Scripture-filled, very thorough and grace-based in its impact. God used the principles in this book to revolutionize my own pastoral ministry. The tool has exploded into thirty-five languages. Another powerful option is **“The Twenty-Eight Day Cleansing Journey”** by Henry Blackaby.

For many churches, overcoming disunity and damaged relationships is a vital part of revival and renewal. Instead of **“Returning to Holiness”**, some churches choose to pray through **“Releasing the Revival Flood: Journey to Miraculous Unity and Biblical Fellowship.”** This tool deals with virtually every form of disunity, unrest or lack of fellowship in churches and families. To make it easily affordable for churches, it is also available at non-profit prices. Life Action Ministries also has excellent materials for guiding churches into cleansing and unity.

**Step Two:** *Conduct small group and corporate prayer meetings for several weeks before the scheduled revival or evangelistic campaign.*

In Scripture and history, powerful evangelism is connected to fervent, united prayer. When dynamic prayer meetings are connected with the spiritual cleansing, sweeping revival is the frequent result. When deep cleansing and prayer are neglected, the result is a mere “meeting” that comes and goes. It is indeed vital to combine prayer with deep cleansing.

Concerning small group and corporate prayer gatherings, there is very good news. More and more pastors are discovering the awesome power of exciting, life-changing prayer meetings. Instead of being boring or intimidating, all believers learn to experience God’s close presence.

When churches experience dynamic corporate prayer, not only is the revival far stronger, the prayer patterns continue! Through small groups, Sunday School and/or corporate prayer, pastors can lead churches into the manifest presence of God. There is no revival preparation like experiencing God’s presence in prayer. For those with interest, we offer the resource, **Prayer Meetings that Prepare for Revival.** For churches, it is available at the non-profit prices. Today there is no reason for any pastor to struggle with biblical preparation to encounter God.

## **A WORD OF HOPE**

Though baptisms are down and morals collapsing, God has *not* lost His power. When pastors lead their churches in fervent prayer and heart preparation, revival is still possible! While there is no short-cut, true preparation is not out of

reach. When prayer is fervent and cleansing is deep, churches are changed, God's name is glorified and evangelism explodes!

Above all, we must realize revival is not a program; it is a "relationship" of total surrender to Jesus. Godly pastors are a vital key. By God's grace, more and more pastors are leading their churches to seek the Reviver, not just revival. They are learning the difference between mere revival "meetings" and true revival. These pastors are seeing conversions, not just decisions. May their tribe increase to the glory of God.

Churches do not move toward evangelism, they drift from it. Pastors must constantly recommit themselves to evangelism. That's why you, being God's man, must be in tune to God's plan for your flock. Your prayer life and soul-winning commitment will determine the depth and compassion of the people with whom you serve.

You are encouraged to preach messages that relate to revival, messages that will encourage, enlighten and excite your people to catch a real vision to reach your community for Christ. The way to build a soul-winning church is to "Keep it simple; say it often; make it burn within the heart."

## **HOW TO PREPARE FOR A VOCATIONAL EVANGELIST**

Once a date has been confirmed with a vocational evangelist, the pastor and evangelist should agree to begin praying for the event. The pastor should also lead the church in a concerted effort of prayer for the upcoming event. The pastor will add to the potential of success as he clearly communicates to the church the calling and ministry of the vocational evangelist. Travel arrangements, expense reimbursement and the taking of love offerings should be discussed with the evangelist as soon as possible after an event is scheduled and confirmed. This allows the vocational evangelist to maintain a budget and also insures that there is no miscommunication. The information on the following pages is provided to assist with specific details of planning and preparation.

## ORGANIZE, EVANGELIZE, AND ANALYZE

“God honors preparation and planning.” We usually accomplish only that for which we prepare and plan. Without appropriate preparation and planning, we usually accomplish very little if anything. Preparation and planning for revival is a must if a church is to experience the fullness of God's blessings during a scheduled revival or evangelism event. I'm sure that you share our desire to see God bless in such a way that He will make a tremendous impact, not only in your church family, but in your community as well.

### I. ORGANIZE

Certainly the organization of a revival effort can never bring real revival, but the lack of proper organization can be the cause of the lack of God's blessings. God expects His people to prepare in the power of the Holy Spirit and leave the results to Him. We see little results when we fail in our preparation.

Here are some organizational suggestions that can help achieve the best results for God to bless your scheduled evangelistic event. This is not an exhaustive list nor is every item on the list appropriate for every church. Please use this outline to encourage your organizational process.

- A. Create Expectancy.
- B. Create Committees/Ministry Teams to help distribute the workload.
  - 1. Prayer/Spiritual Preparation
  - 2. Publicity
  - 3. Music
  - 4. Visitation
  - 5. Special Events
  - 6. Attendance
  - 7. Usher/Greeter
  - 8. Hospitality
  - 9. Follow-Up
  - 10. Prospects
  - 11. Decisions Counseling
  - 12. Nursery/Children's
  - 13. Youth
- C. Set measurable goals.
  - 1. Bible Study/Sunday School High Attendance Day
  - 2. Additions to Church
  - 3. Professions of Faith

*The lack of proper organization can be the cause of the lack of God's blessings!*

- D. Develop a Calendar of events for the event.
  - 1. Plans for promoting attendance through special emphasis
  - 2. Meals, etc.
  - 3. Prayer Meetings
  - 4. Outreach
  - 5. Publicity Schedule
  
- E. Develop a Follow-Up strategy
  - 1. Plan for follow-up
  - 2. Enlistment of personnel
  - 3. Training of Follow-up Personnel

## II. EVANGELIZE

The objective is to bring the lost to the revival and/or win them to Christ; this is enhanced when the church knows where they are. Most of them can be found with these few suggestions.

- A. The census or survey.
  - 1. By telephone - Use the local directory or a crisscross reference in larger cities
  - 2. A door-to-door survey
  - 3. Inside church census - church records. Compare the Sunday School rolls to the church roll to find out who might be unsaved attendees and attendees who need to transfer church membership. Those who regularly attend Sunday school, but are not church members are the hottest prospects to visit for the revival.
- B. Ask your church members.
  - 1. Many will have unsaved family, friends, and neighbors.
  - 2. Members can help update your existing prospect files.
- C. New Resident lists.
  - 1. Utility companies
  - 2. Chamber of Commerce
  - 3. "Welcome Wagon" services
- D. Recent visitors to your services

## III. ANALYZE

- A. Were the plans and preparations adequate?
  - 1. List strengths
  - 2. List weaknesses
- B. Did we reach our stated goals?
  - 1. Goals reached
  - 2. Goals not reached

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- C. Did the revival achieve expected results?
- D. Was the Follow-up Adequate?
  - 1. List strengths
  - 2. List weaknesses
- E. List general observations and suggestions for next revival.

#### **IV. REMEMBER**

Some of the most important aspects of a revival are the most simple to implement, but are frequently neglected.

- Research the best time for your revival. Scheduling any meeting in early to mid-April prevents a large number of prospects from attending because they are busy preparing their annual IRS tax returns. Also, if you plan the meetings when high schools are in sports tournaments, you will have far fewer youth.
- As soon as your date is set try to enlist a specific evangelist or pastor and music leader for the event. Hopefully, you will be able to reserve their services at least a year in advance. Use speakers and singers with a proven track record in revival and harvest evangelism. Waiting until the last minute will severely limit your choice of evangelists.
- Involve as many of your church members as possible. As people become involved they will develop a sense of ownership and will want to make the revival a success. They will go out of their way to invite prospects to attend.

### **GENERAL REVIVAL SUGGESTIONS**

- During the services, keep announcements to a minimum. Provide ample time for singing, preaching, and the invitation. Give the revival priority. This includes Sunday morning! Each Evangelist has a different perspective on the length of the services, generally less than seventy-five minutes.
- The invitation is the most important part of each service. Those desiring to make decisions for Christ should be invited to do so publicly. Several mature Christians should be prepared to counsel with those making decisions. This can be done in the service or if need be in a room separate from the worship area to provide exactness in each person's life. In many revivals, more people respond

than can effectively be dealt with by the Pastor. It often helps to have trained counselors ready to come forward at the beginning of the invitation. The Pastor can act as a spiritual “triage” and direct those coming forward to one of the counselors he feels is best suited for the respondent.

- The more the church folks are involved the better, because people are the best publicity. People need revival. People need Jesus. People are the reason for revival and we want to reach as many people as possible for Jesus.
- Evangelistic Sunday School Lessons are available from many Evangelists and would be especially beneficial on the Sunday morning of the revival.

## **SPECIAL REVIVAL EMPHASIS**

People will take responsibility more seriously when specific assignments are made. Assignments should be made assuming that people want to do their part because they love the Lord. Some pastors object to some Special Revival Emphasis and are quick to say “That won’t work here,” but many Evangelists have found that involving people in the process will produce results. It is the purpose of the Evangelist to assist the church in leading as many people to Christ as possible during the week, and in order to accomplish this, lost people must be encouraged to attend. Following are samples of emphases that have worked in many diverse locations. It is important that you adapt any emphasis to your particular needs with an understanding that any emphasis should focus on involving your people and getting the lost to attend the services.

High Attendance Day  
Children’s Pizza Night  
Youth Night  
Family Night  
Bring A Friend Night  
Banana Split Night  
Pack-A-Pew Night

Men’s Night  
Ladies’ Night  
Sports Team Night  
Neighbor Night  
Bible Study/Sunday School Night  
Armed Forces Appreciation Night  
Police/Rescue/Firefighter Appreciation

## **FINANCIAL**

Almost every Evangelist has been asked, "What are your financial requirements for a revival crusade?" This is a legitimate question, and there should always be a clear understanding of the financial obligations of the church before an Evangelist comes to labor together with your dear church family.

## I. REMUNERATION

Most Evangelists are uncomfortable negotiating financial specifics, but the Evangelist is the one who best knows the ministry needs and financial obligations. If there are questions related to remuneration or reimbursements, please talk privately with the Evangelist. Remember that the annual budget of an Evangelist must be met with only 35 to 40 weeks of meetings. Just imagine trying to meet your church budget if there was one Sunday a month you were not able to receive an offering.

*The Pastor should prayerfully lead his people to support the ministry of an Evangelist as an eternal investment for the kingdom of God.*

Please be prepared to provide an honorarium or love offering and expense check prior to departure of the Evangelist. Evangelists are faith-based ministries, depending on the love offerings of churches and individuals to meet budget obligations. They trust God daily to provide for their financial needs.

Many times an Evangelist will have to wait several days, even weeks to receive his check in the mail when this could have been avoided if someone were available to sign a check at the conclusion of the final service. If there are IRS or church forms that need to be completed, please provide them to the Evangelist in advance or upon arrival.

### A. LOVE OFFERING

Many Evangelists come on a love-offering basis. In most instances it is best for the Pastor to share the financial needs with his people, as he is the spiritual leader and his people will follow his admonitions concerning the financial needs of the ministry of an Evangelist. A Vocational Evangelist is not on a church staff with a regular monthly salary. The Pastor should prayerfully lead his people to support the ministry of an Evangelist as an eternal investment for the kingdom of God.

A revival love offering should be taken in every service, including Sunday morning. On Sunday morning, the love offering can be taken separately at the close of the service or through the use of Revival/Love offering envelopes. It should be clearly stated to whom a check should be made to. It should be explained that all of the love offering will be given to the evangelist at the conclusion of the last service. Normally the love offering is split at a pre-determined rate when a Vocational Music Evangelist is secured to lead worship. (see NOTE below)

## **B. HONORARIUM**

Some Evangelists prefer to work on a set fee Honorarium basis. If this is the preferred method of remuneration, it will usually be delineated in a verbal or written agreement or contract.

### **NOTE: MUSIC EVANGELIST/WORSHIP LEADER**

The addition of a Music Evangelist to lead worship will greatly enhance the Revival effort. An invitation to a worship leader should probably be extended after selecting a Preaching Evangelist. When using a musician from your church, a local musician or Vocational Evangelist, most Preaching Evangelists appreciate the opportunity to give input in the selection process. It is imperative that the Preaching Evangelist and musician blend well in personality and philosophy. Most Evangelists will gladly supply the names of excellent musicians with whom they have worked if you need assistance in locating someone to lead. The love offering is usually split between the Preaching Evangelist and the Music Evangelist. The percentage allocation varies but generally the Preaching Evangelist will receive an amount greater than fifty-five percent. Another option would be for the Preaching Evangelist to secure the services of a Music Evangelist for a set fee. In this arrangement the musician essentially works for the Preaching Evangelist and is paid by his organization. In this case, the Preaching Evangelist would receive the entire love offering.

An invitation to a Vocational Music Evangelist should probably not be extended in churches running less than 250 - 300 in attendance unless there are additional funds available to subsidize the offering. In the case of a Worship Leader with a secular job or on a church staff, whether your own or from somewhere else, it is suggested that he be paid from the church budget.

### **NOTE: SPECIALIZED MINISTRY EVANGELISTS**

In addition to Music Evangelists, there are numerous other COSBE Evangelists with specialized areas of ministry that would add great value and bring tremendous blessing to any meeting. In the indices of this resource manual you will find listings of Evangelists in numerous fields in addition to preaching and music. An invitation to an Evangelist with a specialized area of ministry would require much the same process as was discussed with the Music Evangelist/Worship Leader. The following list will give you an indication of the diversity of ministries:

Biblical Health	Marriage Conference
Chalk Art Evangelism	Men's Ministry
Conference Evangelism	Mission Work
Concert Artist	Outreach Evangelism

Crusade Director  
Children's Evangelism  
Clowning Evangelism  
Comedy Evangelism  
Counseling Seminar  
Drama Evangelism  
Illusionist/Magician  
Inspirational Speaker

Prison Evangelism  
Street Evangelism  
Stewardship/Financial  
Sports Evangelism  
Ventriloquism  
Women's Ministry  
Work Evangelism  
Youth Evangelism

## II. EXPENSES

All expenses (airfare, meals, lodging, mileage, etc.) incurred during an Evangelist's visit are the responsibility of the church/organization, separate from any love offering or honorarium.

### A. TRAVEL

If the destination is within 4 to 6 hours drive time, most Evangelists will normally prefer to drive. Generally the rate is figured based on the IRS approved

*"Evangelists are the  
traveling missionaries  
both in home and  
foreign lands".*

Wuest Word Studies  
Ephesians and Colossians  
Wm. B. Eerdmans Publishing House,

reimbursement rate. The rate may be confirmed at [www.irs.gov](http://www.irs.gov) (SEARCH: Standard Mileage Rate). If the destination exceeds the 4 to 6 hour parameter, generally you can expect the Evangelist to fly using the most available, economical airline. The church should offer to make flight arrangements, but in most cases Evangelists prefer to make and confirm all travel plans. If the Evangelist will be flying, a rental vehicle should be made available at the airport.

### B. LODGING

A hotel room is almost always preferable. The church should offer to make all arrangements for lodging. A ground-level, non-smoking room with a king-sized bed, a refrigerator and internet access is very practical. Close proximity to the event venue is always desirable but quality of accommodations is a stronger consideration than location. It is recommended that you inform the Evangelist of the national hotel chains that are available and allow him the opportunity to choose. Once reservations are made, please inform the Evangelist in writing of the details. If you have a situation where it is prohibitive to secure adequate lodging within a reasonable distance of the event venue, please consult with the Evangelist. Remember, an Evangelist's lodging while ministering to your people is his residence, study and office. It is imperative that he be offered the same comforts and privacy that you would expect in your home. In some cases Evangelists prefer to make and confirm all hotel accommodations. This allows

them to maximize award programs/discounts and insure efficient logistics management.

### **MOTOR HOME/TRAVEL TRAILER**

Because of the extensive travel of an Evangelist, some have invested in a motor home or travel trailer to provide a sense of home while on the road. This decision creates some special needs to facilitate the functionality of the traveling home and it also necessitates a different formula for expenses. The cost of operating a motor home/travel trailer is three to four times the amount of operating a car or van. The operating costs are higher but the savings comes from not paying for lodging accommodations. A good way to think about expense reimbursement would be to add the estimated amount the church saved in lodging expense to an appropriate mileage reimbursement. Please be sensitive to the special needs of those who choose this option to provide a sense of normal home life for their family. It is always appropriate to ask the Evangelist about specific logistical and financial needs.

### **C. MEALS**

One of the difficult things about the schedule of Evangelists is the juggling of meal times. The need for nourishment, the desire to fellowship with the Pastor and his members and the aspiration of a well-balanced diet, coupled with the late evening service schedule, presents an interesting dilemma. Every Evangelist has a different approach to meal time and many have special dietary needs. A big meal before the service is especially difficult for musicians because it can hinder their vocal ability and it also conflicts with choir rehearsal and sound checks. A big meal after the service is also difficult because the hour is late and most health professionals advise against eating late. The following options are presented for your consideration. You could use one option or a combination of options to meet the Evangelist's meal requirements.

1. *Reimbursement:* Receipts are turned in and the Evangelist is reimbursed for actual expenses.
2. *Charge:* A nearby restaurant could be secured where the Evangelist could simply sign the bill and the charges be sent to the church for payment at the conclusion of the meetings.
3. *Per-diem:* Upon arrival the Evangelist is given a modest amount to cover all meals. A range of \$30.00 to \$40.00 per day is recommended. This would give flexibility and freedom to eat when and where he chooses.
4. *Meal Hosts:* Meals are provided and hosted by church members, church organizations or Sunday School classes in a home, a restaurant or at the church. This method would work best if there is one person coordinating the meal schedule.

## GENERAL LOGISTIC INFORMATION

### PROMOTIONAL MATERIAL

A promotional packet may be offered by an Evangelist to be used for preparation, planning, and promotion. The packet will usually include a preparation notebook, photos, posters and sample letters as well as other pertinent material. Please ask your Evangelist about materials he may have available and the cost associated with securing them.

### MINISTRY MATERIALS TABLE

Many Evangelists make ministry materials available for purchase following each service. *Please make the Evangelist aware if there are any church limitations or restrictions related to the sale of ministry materials.* A table should be set up in a high-traffic area for product sales. The display should be available at least one hour prior to and following each service. An adult volunteer to manage the table before and after the service would be very helpful to the Evangelist. At the conclusion of the last service, it is sometimes necessary to ship the unsold material to the Evangelist's next meeting location or back to his home base. Please be prepared to assist with this process by offering to transport the boxes to the nearest shipping point. Payment for shipping could be considered Revival expense.

### CANCELLATION

In an ideal world, there would never be a reason for canceling a planned meeting, but we all know that there are times when cancellation is unfortunately necessary. The closer a cancellation is to a reserved event date, the more difficult it becomes to fill that date with a new ministry opportunity.

Please notify your Evangelist as soon as possible if it becomes necessary to change or cancel the meeting you have scheduled. It is the practice of most Evangelists to book airline and hotel accommodations well in advance to get the best rates. If cancellation becomes necessary please be prepared to reimburse the Evangelist for non-refundable expenses associated with your canceled event.

Most Evangelists commit to come without any financial guarantee and therefore it is considered inappropriate to assert any claim for remuneration for cancellation. However, if the Evangelist is unable to schedule a new ministry opportunity for

*“An evangelist is a person with a special gift from the Holy Spirit to announce the good news of the Gospel. Methods may differ ... but the central truth remains: an evangelist has been called and especially equipped by God to declare the Gospel...”*

Dr. Billy Graham  
Biblical Standards for Evangelists

the dates you reserved and subsequently no ministry income for that time, it would be appropriate for the church to consider a suitable contribution to the ministry.

It is rare for an Evangelist to cancel a scheduled meeting but if it does become necessary, most Evangelists will make every effort to notify you at the earliest date possible and will assist in finding a replacement if the Pastor wishes. Non-refundable or non-transferable motel and airfare expenses should be the responsibility of the Evangelist.

### **ADAPTABILITY**

The preceding comments and notes have been stated based on years of experience from Evangelists who live on the road 35 to 40 weeks a year and have to adapt to different locations, philosophies and styles of ministry almost every week. We also recognize that Pastors are thrust into a position of having to adapt when an Evangelist is invited. Please understand that the goal of the Evangelist is to be sensitive to the needs of the Pastor while reinforcing the vision God has given the Pastor for ministry among his people. Under the leadership of the Holy Spirit and with input from the Pastor, the Evangelist wants to shape each service or event to meet these goals. This requires flexibility and adaptability. For an Evangelist to adapt, he must have freedom to draw from his experience and training as he discerns the heart of the Pastor and people. He must primarily have liberty to make decisions as he is led by the Holy Spirit.

## **THE LOVE OFFERING**

The Bible tells us that the laborer is worthy of his hire. Those who preach the Gospel should live of the Gospel. Listen to what Paul says in II Corinthians 9:5-7: *“Therefore I considered it necessary to urge the brothers to go on ahead to you and arrange in advance the generous gift you promised, so that it will be ready as a gift and not an extortion. Remember this: the person who sows sparingly will also reap sparingly, and the person who sows generously will also reap generously. Each person should do as he has decided in his heart—not out of regret or out of necessity, for God loves a cheerful giver.”* Two things stand out in this passage: We are to give bountifully and generously, not grudgingly and sparingly. Why? Because God blesses in proportion of the spirit of our giving.

For example, the church at Philippi was a poor, improvised church. They did not have any wealthy businessmen to underwrite Paul’s ministry ... and yet they gave generously out of God’s resources, even to the extent that Paul said this about their giving in Philippians 4:18-19: *“But I have received everything in full, and I have an abundance. I am fully supplied, having received from Epaphroditus what*

*you provided—a fragrant offering, a welcome sacrifice, pleasing to God. And my God will supply all your needs according to His riches in glory in Christ Jesus.”*

Just like the churches at Corinth and Philippi, any New Testament church wants to give in such a manner that the offering will be a sweet-smelling aroma, an acceptable sacrifice and well-pleasing to God. God loves a cheerful giver who gives out of his resources. As was the Apostle Paul’s ministry, so also COSBE Evangelists are dependent upon the love gifts of God’s people.

Pastors sometimes feel uncomfortable or unqualified in promoting a love offering. The desire of the Evangelist is to remain blameless in all areas of ministry, but especially in the delicate area of finances. Every Evangelist has his own “war stories” of being mistreated or misunderstood in this area. Likewise some Pastors can testify to feeling abused and misused by an Evangelist in the area of finances. Honesty, openness, and pre-planning should prevent any misunderstanding. On numerous occasions the Pastor has requested the ushers to come and prepare for the offering and called on someone to pray without any exhortation to the congregation. The Evangelist sits in silence, grieved in his spirit, knowing that the financial demands of his ministry and family for that week rest upon the shoulders of this congregation. It is generally understood that, when it involves financial concerns, people are not going to give any more than they want to but will give considerably less than they need to if they are unaware of the needs and nature of vocational evangelism. They must be reminded and informed in each worship service.

Take a few moments to clearly explain the nature of the faith ministry of an Evangelist.

- In general, no church, foundation, or outside group underwrites the salary of the Evangelist.
- The Evangelist has the same basic expenses that any church office has, such as: office equipment, printing supplies/expense, postage, phone bills, etc...
- The Evangelist has the full burden of the cost for medical insurance, disability and retirement for himself and his family.
- The Evangelist can NOT be in a meeting every week throughout the year. Because of holidays, difficult weather months and State/National Conventions, there are many weeks every year when the nature of the season limits the opportunity for most Evangelists to schedule meetings and therefore have any appreciable income for those weeks. The effect is that annual income must be secured in thirty-five to forty weeks rather than fifty-two weeks. Most Evangelists take mission trips and schedule their vacations during this “down” time, but for the most part the time is spent doing things that Evangelists are unable to do while on the road.

- Gifts to the ministry of the Evangelist are investments into the eternal souls of men, women, boys and girls.

One word says it all when encouraging your people to give to the ministry of an Evangelist. The word is ATTITUDE! John Bisagno said it this way:

*“Attitude! Remember that word. In the final analysis, the success of the offering depends upon the attitude of the one who takes it. After spending years in the evangelistic field and watching hundreds of men take offerings, it seems that the most important factor is this: Does the pastor really want a visiting evangelist to get a good offering? If he does, he can get it. I know many pastors and full-time evangelists who consistently conduct revivals. I believe that I speak authoritatively when I say I do not know a man who would not be satisfied with the offering that the people gave, whether large or small, if the pastor did all he could to take it. If he genuinely wants to get a good offering and seeks it in a positive way, with some preparations outlined herein, a good offering will be assured. But if he fails in some of the simple mechanics of taking a good offering and does not really want the man to have a good offering, the people will recognize it and will not respond.”*

Dr. John Bisagno  
Pastor Emeritus FBC Houston, Texas  
The Power of Positive Evangelism  
Broadman Press

## CONCLUSION

This information is simply an endeavor to help each pastor to realize his leadership in promoting, planning, and praying for a great revival effort. As the spiritual leader, the Pastor has an awesome responsibility in motivating the local church to work to bring about the best possible results from revival preparation. We hope this document will give you assistance with the goals, plans, and methods of setting in motion the people of God to expect great things from God as they work together in love and unity for the Lord. Our prayer is that we will all begin the week of revival with open hearts, sensitive to the perfect will of God, and ready to walk by faith, expecting to see the Hand of God touch and change the lives of His people.

Remember: God is able, if we are willing to trust Him in faith and give Him all the praise.

Thank you for your understanding and for your desire to reach your community for Christ. COSBE Evangelists want to be used to see souls come to Jesus and God's People get a right relationship with the Lord. We will pray that through all of our human preparation that God will honor and bless it and we shall join the angels in Heaven in praise to the blessed name of Jesus.

## TIME LINE CALENDAR

The amount of work needed for a successful Revival or Harvest event can be daunting especially when you consider the time demands of the Pastor of a local church. To help with an understanding of the sequence of events that need to take place, the following time line calendar is provided. This sequence is a starting point for the leadership. (Ministry Team & Committee are used interchangeably.)

### *SIX TO TWELVE MONTHS BEFORE THE MEETING*

- ❖ Prayerfully decide on your revival team. (Team: Preaching Evangelist & Musician)

### *EIGHT WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Decide on needed revival ministry teams/committees and enlist chairpersons.

### *SEVEN WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Prepare specific written revival objectives and goals.

### *SIX WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Ministry team chairpersons enlist team members.
- ❖ Prayer/Spiritual Preparation Ministry Team orders prayer guides and prepares other prospect materials
- ❖ Publicity Ministry Team determines types of publicity and makes initial contacts with radio and television stations.
- ❖ Music Ministry Team enlists choir captains and contacts the music evangelist to determine any special plans and requests.
- ❖ Visitation Ministry Team gathers prospect discovery and visitation materials and plans prospect discovery and visitation strategy.

### *FIVE WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Prayer/Spiritual Preparation Ministry Team fills in names on prayer guides and distributes to Sunday School teachers.
- ❖ Publicity Ministry Team plans outdoor advertising, prepares street banners, bulletin inserts, and newsletter ads.
- ❖ Special Events Ministry Team makes arrangements with local service organizations to speak at club meeting, secures any required permits for outdoor events, and arranges for any needed equipment.

- ❖ Music Ministry Team enlists choir members and consults with the music evangelist to plan Music Night.
- ❖ Visitation Ministry Team enlists visitation personnel and enrolls them in training classes.

#### *FOUR WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Prayer/Spiritual Preparation Ministry Team distributes guides, plans prayer meetings, and makes prayer reminders.
- ❖ Publicity Ministry Team prints the church's name, address, time, and date of meetings on all types of publicity—witnessing booklets, window cards, hymnal covers, etc.
- ❖ Hospitality Ministry Team ascertains the Revival Team's accommodation and meal schedule needs.
- ❖ Music Ministry Team sets attendance goals.
- ❖ Attendance Ministry Team determines attendance plans and sets goals.
- ❖ Visitation Ministry Team enlists deacons to be visitation prayer partners.
- ❖ Ushers Ministry Team enlists ushers.
- ❖ Special Events Ministry Team works with the pastor, key leaders, and other ministry teams to plan pre-service activities.

#### *THREE WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Prayer/Spiritual Preparation Ministry Team enlists leaders for prayer meetings, distributes prayer reminders, and places posters in the church.
- ❖ Publicity Ministry Team delivers handbills, brochures, witnessing booklets, and other promotional materials to the Visitation Ministry Team and prepares three letters—for church members, the unsaved, and the unchurched.
- ❖ Hospitality Ministry Team enlists church members to assist with meals and arranges for hotel accommodations.
- ❖ Music Ministry Team announces revival choir rehearsals.
- ❖ Visitation Ministry Team prepares visitation assignments and plans the visitation program.
- ❖ Attendance Ministry Team prepares all necessary materials for the attendance plans.

- ❖ Special Events Ministry Team contacts the music evangelist for ideas for special music for children and completes plans for pre-service activities.

#### *TWO WEEKS BEFORE THE REVIVAL MEETING*

- ❖ Prayer/Spiritual Preparation Ministry Team conducts prayer meetings and enlists participants for round-the-clock prayer meetings.
- ❖ Publicity Ministry Team mails letters to church families, the unsaved, and the un-churched.
- ❖ Ushers Ministry Team familiarizes ushers with their duties.
- ❖ Hospitality Ministry Team arranges for transportation, as needed.
- ❖ Music Ministry Team begins rehearsals, enlists instrumentalists to be present at each service, and sends a letter of support to the music evangelist.
- ❖ Visitation Ministry Team holds training sessions for visitation personnel and implements the visitation program.
- ❖ Attendance Ministry Team initiates attendance competition and emphasizes attendance goals.
- ❖ Special Events Ministry Team promotes pre-service activities in youth and children's departments and encourages children and youth leaders to contact absentees.

#### *ONE WEEK BEFORE THE REVIVAL MEETING*

- ❖ Prayer/Spiritual Preparation Ministry Team confirms and publicizes that the mid-week service is dedicated to prayer for the revival.
- ❖ Publicity Ministry Team ensures distribution of all publicity—giving primary emphasis to newspapers, street banners, church bulletins, and newsletters.
- ❖ Hospitality Ministry Team finalizes the meal schedule, makes sure the Revival Team is able to sign for all restaurant meals, and arranges for hospitality baskets to be placed in their hotel rooms.
- ❖ Ushers Ministry Team conducts a trial run of duties for ushers, if necessary, and makes sure the guest cards, offering envelopes, and other materials are ready and in place.
- ❖ Visitation Ministry Team enlists people to visit new prospects that attend the revival meetings.

- ❖ Attendance Ministry Team continues to enlist members to be present for the Hallelujah Service.
- ❖ Special Events Ministry Team encourages youth and children to be present for revival meetings and promotes special activities.