

CHURCH RENEWAL Journey

A process of Awakening, Equipping and Discipling Today's Church.



Lay Renewal Weekend *Preparation Manual*

What is the Spirit saying to the church?

Lay Renewal Weekend **Preparation Manual**

Foreword

If you are reading this manual you are more than likely about to experienced one of the most awesome weekends of your Christian life. Whether you are a Lay Person or Pastor, the Church Renewal Journey could be a spiritual turning point and a major time of closeness with the Holy Spirit and with the body of Christ's Church.

Now you may thinking already that I am making an awfully bold statements that may cause you to proceed with caution but let me assure you that I am talking from an actual experience that happened in my life during a Lay Renewal Weekend at my church back in 1974. And I have seen the Holy Spirit continuing that work in many churches today the same way He did then.

It is hard to explain how the Renewal Journey works but it always does. Mainly because it is not done by humans, but by the Holy Spirit in answer to the church praying and seeking His presence. Probably because of the 3 to 6 months of prayer and preparation done by the church body in seeking Him and placing Him First in our lives.

This Revised and updated version of the original *Lay Renewal Preparation Manual* will be a big help for pastors and the 13 church Preparation Groups as they prepare their congregations for the Lay Renewal weekend. Many new resources have been added and more are available on the new National Renewal Resource Website at www.churchrenewal.net and the new Renewal Information Database Website at www.churchrenewaljourney.net

Rather that having to purchase this updated manual, churches can print out this manual or any specific part of the manual they need, Each of the Responsibilities of the 13 Preparation Groups can easily be printed out without having to print the complete manual. It would be wise for the Pastor and the General Chairperson to print out and have a complete copy of this manual but others probably only need the sections that deal with their responsibilities. Anyone with a computer and the capabilities of getting online can print out their own copy.

This manual can and will be continually updated, so you will always have access the latest updates. A new National Church Renewal Journey Application Form is also available and can be filled out online at www.churchrenewaljourney.net. Copies of the form will be emailed to the State Convention Staff Person responsible for Renewal and also the State Renewal Coordinator.

Please use this manual and don't hesitate to email us your suggestions and comments of how we can improve the manual and be of more help to you. You can contact us at crj@namb.net or 800 634-2462 ext 6481

Yes, we are in the process of updating the Lay Ministry Preparation Manual, Discipleship Preparation Manual and already have updated manuals for the Experiencing God weekends on the Resource Website. The Marketplace Evangelism Weekend is being updated and a new Made to Count Weekend is in the works, based on the Made to Count book recently written by Dr. Bob Reccord and Randy Singer.

I believe God is using the Church Renewal Journey as a mighty tool for awakening and equipping His churches and I pray that we will be ready and prepared to be used as He leads.

I am having the most exciting time of my life serving you as National Church Renewal Coordinator and to be honest with you, if I wasn't positively sure that God is in charge of Church Renewal, I would be a bit scared with the speed that the Journey is building and growing.

Serving with Joy,
Bob Foy
National Church Renewal Coordinator
North American Mission Board



LAY RENEWAL WEEKEND PREPARATION MANUAL

THIS MANUAL IS A MICROSOFT WORD DOCUMENT AND CAN BE PRINTED IN ITS ENTIRITY OR BY CHAPTERS AS NEEDED.

Contents

CHAPTER 1: Overview of the Church Renewal Journey	5
CHAPTER 2: Renewal: The Rational	9
CHAPTER 3: What is a Lay Renewal Weekend?	13
CHAPTER 4: Preparations for the Lay Renewal Weekend	15
CHAPTER 5: 13 Preparation Groups and their Responsibilities	19
CHAPTER 6: After the Lay Renewal Weekend	28
APPENDIX	
GLOSSARY	34

EXHIBITS

Exhibit 1	Lay Renewal Weekend Schedule	35
Exhibit 2	Schedule of "Spiritual Awakening Retreat (example)	36
Exhibit 3	Planning Calendar	37
Exhibit 4	Sample of Pastor's letter inviting the visiting team	38
Exhibit 5	Sample of Team Member's Invitation Reply card	39
Exhibit 5A	Sample Email Letter to Team Member	40
Exhibit 6A	Sample of Pastor's First Letter to Congregation	41
Exhibit 6B	Sample of Pastor's Second Letter to Congregation	42
Exhibit 6C	Sample of General Chairperson's Letter to Congregation	43
Exhibit 7	Sample of Pastor's Evaluation Letter to Team Members after Weekend ..	44
Exhibit 8	Suggested Publicity Posters	45

Exhibit 9	Church Member's Commitment and Evaluation	46
Exhibit 12	General Chairperson's Responsibilities	47
Exhibit 13A	Spiritual Growth Group Responsibilities.....	51
Exhibit 13B	Prayer Group Preparation.....	54
Exhibit 13C	Housing Group Responsibilities.....	57
Exhibit 13D	Welcome and Transportation Group Responsibilities.....	60
Exhibit 13E	Attendance Group Responsibilities.....	62
Exhibit 13F	Coffee Hostess Group Responsibilities.....	64
Exhibit 13G	Correspondence Group Responsibilities.....	66
Exhibit 13H	Publicity Group Responsibilities.....	69
Exhibit 13I	Literature Group Responsibilities.....	71
Exhibit 13J	Youth Group Responsibilities.....	72
Exhibit 13K	Children's Group Responsibilities.....	74
Exhibit 13L	Nursery Group Responsibilities.....	76
Exhibit 13M	Food Group Responsibilities.....	78
Exhibit 13N	Seniors Group Responsibilities	82
Exhibit 13O	Facilities Group Responsibilities	83
Exhibit 14A	Prayer Commitment Forms and Prayer Card.....	84
Exhibit 14B	Table Top Prayer Reminder.....	85
Exhibit 15	Registration Form for Scheduling a Church Renewal Journey.....	86
Exhibit 16	One Hour "Time Alone With God" 24 Hour Prayer Vigil Guide.....	87
Exhibit 17	Pastor's Evaluation Form for Lay Renewal Weekend.....	92
Exhibit 18	Team Member Registration Form	94

Chapter 1: Overview of the Journey

Renewal may be defined in many ways. Church renewal has a particular meaning. It has many facets and includes the reaffirmation (assurance) of one's salvation experience; recovering a real relationship with Christ; helping churches find and express a deeper spiritual dynamic; allowing God's Spirit to flow into and through one's inner thoughts; demonstrating and verbalizing the beauty and essence of the Christ-like life. A consistent prayer life should become evident.

Renewal involves discipline in prayer and Bible study, reading renewal-oriented books, learning to understand and love others, discovering the fellowship of church life, understanding our personal mission and ministry, learning to share our faith with unbelievers and learning the discipline of prayer. Of particular emphasis in this renewal process is a lifestyle of evangelism and a lifestyle of ministry (witnessing and ministering as we go).

Church Renewal as it is understood today embodies the following concepts:

- 1. Submitting initially to the lordship of Christ in (Eph. 5:23b, 24a)**
 - a. Our individual lives (Ps. 100:3, Phil. 2:9-11)**
 - b. the corporate life of the church (Col. 1:22-23)**

- 2. Seeking the Lord and His lifestyle of power through the (I Chron. 16:11, Phil. 3:10)**
 - a. Study of His Word (Ps. 119:9, Col. 3:16)**
 - b. practice of prayer (Phil. 4:6-7)**
 - c. Control of His Spirit (Eph. 5:18)**
 - d. Fellowship with His people (Heb. 10:25)**

- 3. Serving joyfully our Lord in His power and calling through (Ps. 100:1-2)**
 - a. Our spiritual gifts (Eph. 4:11-12)**
 - b. lifestyle evangelism (Acts 1:8)**
 - c. ongoing ministry (Heb. 10:24)**
 - d. vision and leadership (Prov. 29:18, I Pet. 5:1-3)**

It is helpful to look at a broad overview of the journey before moving into the details.

1. INVESTIGATING:

Those reading this book have begun the investigating phase of the journey. As the term implies, investigating is a time of searching and discovery. When a church expresses interest in renewal, a consultant is assigned from the state convention office to assist in beginning and continuing the journey. The consultant meets with the pastor, other church leadership and the congregation to interpret the renewal process. He encourages the pastor to form a Search and Discovery group to further explore implications of renewal for their church through prayer, study and sharing. This group continues to meet throughout the entire time a church is involved in the renewal process. This can be for as long as two to three years. Hopefully, the process becomes a lifestyle for the church. The pastor and staff function as members of this ongoing group (as appropriate).

The Search and Discovery group explores the concepts of renewal during this phase of the journey. It shares its findings through established channels with the entire church. The group may recommend that the church begin involvement in the Church Renewal Journey by having a Lay Renewal Weekend. If the church votes to do so, the next phase of journey begins.

Churches are not the only institutions where renewal has been investigated. Several colleges have explored the possibility of renewal among their students. Student organizations, such as Baptist Student Unions and churches with a large number of students in their congregations, have sponsored renewal activities, some on a campus-wide basis. The renewal journey in this case is initiated by the campus minister or director of religious life.

II. INITIATING:

The initiating phase of the journey usually is marked by the Lay Renewal Weekend. It takes three to six months to plan and prepare for this church wide experience. *A Lay Renewal Weekend Preparation Manual* is available on the Renewal Resource Website at www.churchrenewal.net and can be printed out as a complete manual or in sections as needed to assist churches in that preparation. The weekend introduces renewal to the entire church in a tangible way. A significant proportion of the church membership is involved in the preparation. A general chairperson and 13 preparation groups plan and implement the weekend.

Here, the Search and Discovery group serves a dual role. It functions as one of the groups while continuing to look toward the future, anticipating the needs of the congregation while moving through this experience and beyond. The other groups plan for food, housing, prayer support, promotion and other support. As people work together, a sense of anticipation builds and hope for the weekend possibilities increases.

Leading the weekend is a lay coordinator recommended by the consultant or the state office. Working with the coordinator is a team of lay persons. They are recommended by their churches to serve on renewal teams. Help in securing them is provided by the coordinator and the state office. The team travels to the church as its own expense. Housing and meals are provided for team members by the local church.

The weekend is a call to personal renewal. It is a time of great activity. The entire church is involved. Sessions include activities for children, youth, and adults. Visiting team members model renewal principles by sharing from the experience of their won lives in Christ. They also lead small groups in which the emphasis is on fellowship and sharing. Church members share with and get to know each other beyond a superficial level. The emphasis is on an inward journey with Christ as individuals and as a church.

The outcome of a Lay Renewal Weekend varies from church to church. Some weekends are unapologetically emotional. Others are quiet and thoughtful. Relationships within the body are healed; hunger for a deeper relationship with Jesus Christ is kindled; openness toward each other is enhanced. Some discover new dimensions to their faith; others make commitments and express a desire to experience a more abundant life in Christ. There is excitement and anticipation over the possibilities of renewal; both for church and the individual. Church after church reports that their Lay Renewal Weekend was a positive experience in the life of its fellowship, one which many look back on as a pivotal event in their Christian pilgrimages. While all this may not occur without some tension, invariably a group of individuals desires to continue its renewal experience through ongoing small groups. This desire moves the church into the sharing phase of the journey.

III. SHARING:

The Search and Discovery group (which also serves as the Lay Renewal Weekend Spiritual Growth group) anticipates continuing the journey by organizing small groups after the Lay Renewal Weekend. A plan for dividing members into groups is agreed upon; materials for groups study and training are ordered and are available in advance. Group leaders are selected and trained. A training and group organization session for all church members interested in joining one of small groups is scheduled soon after the weekend.

The adult groups meet for three to six months using *Journey into Life* by David Haney as a study book and group guide. (This study book is available on the Resource Website at www.churchrenewal.net other materials are available for youth in small groups. The emphasis continues to be on a journey inward. The spiritual aspects of life in Christ are explored and practically tested within the groups. Time is spent in prayer, study and sharing. Relationships with each other are also explored and strengthened.

Many individuals report that sharing within the safety of a group makes sharing with family, friends, co-workers and strangers more natural and less threatening. A lifestyle of evangelism begins to evolve. Others report the most important aspect of this phase of the journey is the deepening relationships that develop within the groups. They report an understanding of the love God has for them through the love of their fellow church members. Almost all report a greater sense of freedom in Christ and a willingness to find practical ways to express this freedom.

Body life reporting is also initiated during this phase. Time is set aside on a regularly scheduled basis, perhaps monthly, for all of the church to share "life" as a congregation. This enables the pastor to respond to opportunities and problems that might arise and ties each small group into the corporate experience of the entire church. It also establishes a lifestyle of cooperate sharing for those not involved in the small groups.

Small groups may continue or new ones form up to a year after the Lay Renewal Weekend. This is at the discretion of the pastor, Search and Discovery group, and individual group member. The consultant is also available to help with this decision. The church moves into the commissioning phase once a decision is made to schedule the next event in the renewal journey.

IV. COMMISSIONING:

This phase of the journey is also marked by an event: the Lay Ministry Weekend. It is similar in format to the Lay Renewal Weekend. It also takes three to six months of preparation. The Search and Discovery group also functions as the Spiritual Growth group. Some may also serve on other preparation groups. They continue to look beyond the weekend toward the future needs of the church. Another visiting team and coordinator from outside the church lead them in this experience. In many ways, this second weekend is similar to the first but there are also some differences.

The coordinator shares responsibilities with a Bible resource leader (BRL). The BRL functions as a Bible teacher in study sessions held during times centers on discussion of themes developed by the BRL. This weekend is also a pivotal point in the renewal journey. Up to this point the emphasis has been on an inward journey. The Lay Ministry Weekend stresses an outward direction. It is a call to personal ministry and evangelism in the world and to personal discipleship.

The learning session's center on the doctrine that all Christians are called gifted and sent into the world for witness and ministry. The presence of Christ is celebrated. Ways of discovering spiritual gifts are discussed and encouraged. The obvious spiritual gifts of some individuals are identified and affirmed while the identification of spiritual gifts in others is encouraged. There are challenges to think about in personal ministry and practical applications of gifts to evangelism and ministry. Ways of identifying community needs for ministry are also explored.

Results of the weekend differ somewhat from the Lay Renewal Weekend. A Lay Ministry Weekend is more introspective and thoughtful. People are introduced to the idea of spiritual gifts and the concept of a

ministering laity. Their community is viewed, perhaps for the first time, as a place where they are commissioned as agents of reconciliation and ministry.

Yet there is also an excitement about possibilities that begin to emerge, for within the Kingdom of God a universe of alternatives is open for exploration. People begin to affirm gifts in one another, make commitments to seek their own gifts and help others discover theirs. Others openly consider possibilities for ministry and evangelism within their own lives. A sense of self-worth pervades the weekend.

V. PENETRATING:

The third step of Church Renewal Journey is called the Sending or Penetrating Phase. From here, the journey begins to reflect the unique character of each church. Body life reporting meetings, where the entire church gathers to report on individual and corporate journeys, become increasingly important. Gifts and ministries are confirmed as they are discovered and affirmed as they are used. Body life reporting meetings and special ministry commissioning services give lay ministries legitimacy within the congregation and a place in the church structure.

There are several options for the third weekend such as the Made to Count Weekend, the Discipleship Weekend, several Experiencing God Weekends and newest weekend is the Acts 1:8 Challenge Weekend. The church decides which of these weekends fit their church's vision and continue their Journey.

The Spiritual Growth Group continues to look toward the future. They attempt to remain sensitive as the Holy Spirit reveals the particularity of their church in its place for its time. Needs are identified in the community that could be answered through the gifted people of the church. The group looks for ways to awaken, equip and train people to exercise their gifts. The group makes its recommendations through the church councils, deacons, Baptist Men, WMU and other church organizations. It is not an authoritarian group.

Churches participating in the journey discover that through the renewal process a spiritual foundation is laid for everything a church does. Organizations and programs take on meaning because they are focused on ministry, evangelism and mission. They no longer exist for their own sake.

This part of the journey is not well defined in this book. It is purposely left open. Creativity born through the process of the journey enables the renewed church to chart its own path, meet its unique needs and opportunities, and more effectively be God's instrument of reconciliation to a lost world. The renewed church stands in the midst of the world God so loved and still loves. It stands reaching out with its hands and its heart in mission and ministry, a partner with Him.

CHAPTER 2: RENEWAL: THE RATIONALE

What Is It?

The term "renewal" has been heard with increasing frequency relating to the life and ministry of the church. When the Evangelism Support Department of the former Home Mission Board and the Lay Renewal Department for the former Brotherhood Commission began a new ministry call RENEWAL EVANGELISM, people began to ask, "What is meant by renewal?" "What is the background of the term?" "How does it differ from revival?"

Renewal means the act of beginning again, of making new or the state of beginning again. To the Christian, renewal is a return to, or discovery of, the quality of life when Christ's indwelling presence is in control—a lifestyle that He referred to as the "abundant life." To the church revival is an emphasis on recapturing the New Testament style of life and ministry.

How, then, does renewal differ from revival? The difference lies in the method of presentation or operation. At the heart of the revival method is the proclamation of the gospel by a preacher. It is one man speaking to many. Renewal is the sharing of the gospel by the laity. It is people sharing with others the reality of Jesus Christ in their daily lives. Ideally, both renewal and revival involve spiritual awakening experiences. Revival involves a harvesting process. Renewal is a long-term discovery and discipleship process.

WHY IS IT NEEDED?

Churches participating in the journey discover that through the renewal process a spiritual foundation is laid for everything a church does. Organizations and programs take on meaning because they are focused on ministry, evangelism and mission. They no longer exist for their own sake.

In 1970 Findley Edge wrote, "Some of us are convinced that the present expression of the life of the church is unfaithful to God. It is an incomplete expression of the gospel and an inadequate instrument for God to use in His redemptive purpose in our time." Edge and others point out that too often the church has a superficial involvement in the work God is doing in the world.

Renewal of the church is the work of God. Scripture and church history indicate His readiness to renew and awaken His people to His reality and purpose for them. The Scriptures portray spiritual renewal in individuals' lives: Jacob, Moses, David and Peter are only a few in whom God did a "new thing." We also read that God renewed His nation, Israel, again and again. We look forward to the ultimate renewal of our world when Jesus returns.

Many promises in God's Word speak of His willingness for His people to experience renewal. In 2 Chronicles 7:14 there is a call to renewal that would ultimately affect the entire world. A fresh breath of the Spirit of God on our land is dependent upon God's own people being humbled before Him, praying, seeking God's face and turning away from besetting sins. The problem is spiritual, and only a spiritual experience that brings spiritual commitment will solve it. Real renewal from God will affect individual believers; Christ's body, the church and the world.

Edge continues; "Ultimately the battleground for the Christian is in the world. It is the world for which Christ died. It is the world to which we as Christians are sent. What ultimately happens in the world depends upon what first happens in the local church." God chooses to involve man in His great redemptive mission in the world. Spiritual awakening in our churches, land and the

world depends upon a renewed commitment from God's people to be available to Him for His purposes.

WHO NEEDS IT?

Renewal is essential for the church as a collective body, the leadership of the church and the people in the pew-the laity.

A myriad of books and articles has been written criticizing the church. Critics denounce the church for being irrelevant in a world that is truly falling apart. The complex social problems, astounding physical needs, rampant moral decadence and the appalling spiritual death in our world cry out for the church to hear, to act and to be "real." The church is criticized:

1. Because it devotes its energies to maintaining "programs" that do not meet needs.
2. Because it guards external and rituals at the expense of encouraging vibrant life and Worship.
3. Because it fosters a faith that is shallow, superficial and mechanical.
4. Because it becomes institutionalized and more concerned with its own organizational and Institutional life than it is with its spiritual ministry in the world.

In the eyes of the church, organizational goals and spiritual purposes usually are viewed as identical. But unfortunately, when organizational goals are reached, the spiritual purposes still are unachieved.

The church as a collective body must be renewed so that what we are about and what God is about may more nearly become one; that the activities in our churches and the spiritual purposes of God may become harmonious.

Those who comprise the "clergy" also need renewal. Pastors and other full-time Christian workers are leaving their ministries at an alarming rate. A sense of frustration and futility leads to "burn-out" and subsequent "burn-out" and "bailout." It is imperative that these discouraged, disillusioned ministers experience renewal. A fresh breath of God's Spirit in their personal lives and ministries can and will affect the flocks they shepherd.

Primarily, renewal is essential to awaken the "sleeping giant" - the laity. God's plan to redeem the world cannot be done by the clergy only. God never intended to place the responsibility of evangelizing the nations upon a few. His plan always has been to show the world He is real through every believers. He calls out an enormous army, but in many cases only the "commissioned officers" engage in the battle. Both groups need to awaken to God's original plan as being the plan.

People in the pews must experience something deeper and more real in their spiritual journey before they will be available as soldiers in the battle. Many church members have never entered the battle because they have not encountered Jesus Christ and allowed Him to transform their lives. Many church members should examine themselves to see if they are in the faith and are born again.

Other church members must examine themselves to discover if their ministry and service is being done in the power of the Holy Spirit or in their own strength. Often, service "to the Lord" is rendered from a sense of obligation or duty, but joy and fulfillment are missing. The Christian life has become a life of drudgery. They need a fresh breath of the Spirit of God in their lives.

Truly the church and the individuals who comprise it need renewal. It is the starting place in order that evangelism may be a reality in the world. David knew it was essential in his life when he prayed in Psalm 51:

*Thou desirest truth in the inward parts
Wash me, and I shall be whiter than snow
Make me to hear joy and gladness
Create in me a clean heart, O God; and
Renew a right spirit within me
Restore unto me the joy of thy salvation.
Then will I teach transgressors thy ways;
And sinners shall be converted unto thee.*

As the Scripture clearly points out, personal renewal and restoration must come before evangelism. For the church to be relevant to the vast needs of this world, it is imperative that we create a climate where true renewal can take place in the church as a collective body, in the lives of the leadership and in the lives of all believers.

BRIEF HISTORY OF RENEWAL

Before the various phases of the journey are described, it is helpful to understand the history of renewal. When the former Home Mission Board and the former Brotherhood Commission began a new program called renewal evangelism more than a decade ago a number of people began to ask what is meant by this term? What is its background? How does it differ from evangelism?

The word renewal was seldom used in the sense of church renewal before the early 1960's. Yet a number of people before that time were discovering and practicing the principles we now attribute to it. An early leader and perhaps the primary spokesman and writer in the modern expression of renewal is Quaker philosopher Elton Trueblood, founder of the Yokefellow movement. Another individual whose writings and ideas spawned many renewal concepts was the late Sam Shoemaker. Shoemaker was the Episcopalian priest influential in the birth of Fellowship of Christian Athletes, Young Life and Faith-at-Work.

In the 1950s and 60s other leaders began to emerge. It was a time of individual voices calling out from different directions. It was also a time uniquely interdenominational in character. Each brought a unique perspective that added to the movement. Among them were a number of writers; Bruce Larson and Ralph Osborne of Faith-at-Work brought an emphasis on relational theology to renewal; Findley Edge, professor of religious education at Southern Baptist Theological Seminary, introduced Southern Baptist to renewal and exerted a profound influence among them through his books; Lyman Coleman, author of the Serendipity series of books, added the concept of small groups to the movement; and Keith Miller, an Episcopal layman, shared a vision of personal renewal that touched the hearts of many.

Others added structure to the movement; Howard Butt, a Southern Baptist layman, founded Laity Lodge, an early center for renewal; Ben Campbell Johnson, a Methodist pastor, influenced large numbers of laypeople through Lay Witness Missions (from which Lay Renewal Weekends are derived) and Gordon Cosby, pastor of the innovative Church of the Savior in Washington, D.C., modeled renewal principles in a local church setting.

Although each held differing viewpoints on the practical implementation of renewal principles, there were also many points of agreement. The main points still are valid today and include:

1. A renewed emphasis on the doctrine of the priesthood of every believer.
2. A rediscovery of the ministry of the laity.
3. An interest in the doctrine of the Holy Spirit and the lordship of Christ.
4. A renewed emphasis on deeper personal relationship with God and with each other.
5. A lifestyle of openness and obedience to God.
6. A renewed emphasis on involvement in the world in terms of evangelism and ministry.

Out of the spiritual awakening of the interdenominational renewal movement, a grassroots movement sprang from within Southern Baptist circles. As Southern Baptist laypersons and clergy became involved in renewal, leaders of the Home Mission Board and the Brotherhood Commission felt this emphasis should be incorporated into denominational life, and that training and guidance should be given to persons participating in renewal.

Kenneth Chafin, former Director of Evangelism for the Home Mission Board, asked Reid Hardin, an insurance executive from Deerfield beach, Fla., to direct the Home Mission Board's renewal program in May 1972. Hardin served as volunteer director of the renewal fellowship in Florida called layman's Landing. He was influenced by Bruce Larson, Ralph Osborne, Ben Campbell Johnson and Findley Edge in his approach to renewal. Hardin had a broad range of experience in Lay Witness Missions, renewal conferences and training seminars. Seeing renewal as more than a weekend experience, Hardin developed a renewal program for Southern Baptist under the theme, "Journey Into Lifestyle Evangelism and Ministry."

In 1978 David Haney, pastor of Heritage Baptist Church in Annapolis, Md., became director of lay renewal for the brotherhood Commission. Heritage was one of the first Southern Baptist churches to integrate renewal concepts into the local church program. Haney had been a student of Elton Trueblood. At Heritage he implemented a church renewal strategy that develops the ministry through the people rather than for the people. Out of Haney's Heritage experience in several expressions of renewal, offered a wide range of approaches to the program.

When Haney left the Brotherhood Commission in 1982 to establish a private counseling practice in Memphis, Tenn., Douglas Beggs accepted responsibility for renewal at the agency. Beggs brought 20 years experience in the pastorate to the Commission. He was also an early innovator and leader in the renewal movement in Texas. Beggs and Hardin continue to offer the unique blend of perspectives that were the early earmarks of this cooperative venture.

Joining them is a group of individuals who function as a resource team. Doyle Pennington serves as renewal liaison between the two agencies. Leonard Hinton at the Home Mission Board and other staff at the Brotherhood Commission also have program responsibilities for renewal. A group of Mission Service Corps and other volunteers from an Atlanta work group. More than 100 National Renewal Associates are scattered across the country serving as resource persons.

In 1982 a task force was formed to review the first 10 years of renewal as a denominational program. The two-year effort represented a compilation of the experience in renewal from churches, laymen, pastors and denominational leaders across the convention. This book is the keystone of their experience, work and view of the future for churches on the renewal journey. Their hope and ours is that the next 10 years will see a full flowering of the ministry of the laity and the continued impact of the renewed church in our time.

CHAPTER 3: WHAT IS A LAY RENEWAL WEEKEND?

Numerous persons have sought to define the Lay Renewal Weekend. That is difficult, for words are inadequate to describe such a personal experience.

Whatever else it may be, the Lay Renewal Weekend is the initiating event for **THE CHURCH RENEWAL JOURNEY**. Without the follow-up, or the continuation of the journey process, the initial weekend soon loses its thrust. However, the Lay Renewal Weekend does have significant benefits for those who participate and for the entire church.

The Lay Renewal Weekend is an experience of love, and experience of caring and sharing love for each other, an experience of persons giving themselves openly and with vulnerability to others who may or may not accept such openness.

In more concrete terms it is a weekend experience of renewal for the local church. A group of dedicated men and women who are at various levels of Christian ministry, led by an experienced person called a coordinator, come from other churches and communities to share with your church members what Christ means to them. These are laypersons, not professionals. Neither are they perfect Christians. They are ordinary people searching for spiritual reality and struggling in their relationships to God. Each of them has begun to find an answer, and each is willing to share it with other persons.

This team does not belong to an exclusive group. Each team is comprised of different persons. They do not become a "team" until they arrive at a church for a given weekend. Each of the team members has experienced renewal in his personal life and most have experienced a Lay Renewal Weekend in their own church. They are active, supportive members of their own church, who come at their own expense and are recommended by their pastors.

These men and women are not only willing to talk about their spiritual walk; they are willing to listen! They will listen to church members as they share their doubts and dilemmas, hopes as well as dreams about Christ and His church. Through this sharing with one another in countless instances, miracles of renewal and transformation have taken place by the action of God's Spirit.

In some instances your church members will have an opportunity to minister to some of the team members. While Lay Renewal teams will have a substantial number of trained and dedicated team members, they also may have some that are not as advanced on their spiritual journeys. This provides a point of identification for everyone.

The Lay Renewal Weekend focuses on deep, full, complete commitment of self to Jesus Christ. The term "total commitment" often is used throughout the weekend. It is defined: "committing as much of myself as I know, to as much of Christ as I understand now."

Through large and small group sharing, the team members demonstrate openness, honesty, acceptance and personal vulnerability. The local body of believers will have four opportunities in which they are encouraged to share spiritual joys, needs or struggles. An accepting environment allows people to share or simply listen. As many people begin to take off their "spiritual masks" and allow others to see them as they really are, a response of love and caring is evident. Those who are brave enough to become transparent may find they are not alone in their struggles. A spirit of unity prevails. Although this is not the focus, the Lay Renewal Weekend often introduces a local church to the development of new lifestyles and new relationships. Pastors often give testimonies of experiencing the emergence of a true equipping ministry as members report the discovery of new and varied ministries. As pastor and members begin to discover the mutual ministry, the layperson becomes the minister in the community - the pastor becomes the minister to the " marketplace ministers."

The Lay Renewal Weekend demonstrates through ordinary people a new understanding of "a witness." The word, witness, becomes a noun (a person) as well as a verb (an activity).

Just as this seeks to describe what the Lay Renewal Weekend is, there are just a few things it is not. The emphasis will not cure all the problems in the church. It does not teach a technique of soul winning, but rather provides an example of what full, honest, vulnerable commitment looks like in the lives of "everyday" people.

In short, on a Lay Renewal Weekend the church discovers what they have in Christ, what they have in each other and they begin to celebrate and share it!

WHAT CAN I EXPECT TO HAPPEN?

After four to six months of preparation by your church, with as many people as possible involved in planning and praying, the weekend arrives.

On Friday night the coordinator and team members will have an "all-church" supper with the members of your church. The church and team then share a time of praising the Lord through music. The coordinator will ask some of the team members to share about some part of their lives. School children will go with visiting children's team members to their learning activities. Adults and youth have a time of small group sharing separately, followed by a time of review together. Adjournment is about 9:30 p.m. Team members go home with host families for the evening.

On Saturday morning there are coffees for adults in the homes of the host church members. Children have activities at the church under the guidance of the children's coordinators. The youth gather with youth team members for a youth outing led by the youth coordinator.

At noon the adults return to the church (or some other agreed upon place). Usually, separate luncheons are planned for the men and women, with the children bringing sack lunches. The youth have a cookout away from the church. Following lunch, the men and women have separate meetings where team members and local church members share what God is doing in their lives. All groups are dismissed by 2 p.m.

Saturday night all groups meet tighter in a general session, Again God speaks through music and testimonies. Following this, the different groups assemble - children with their coordinators, and youth and adults have small group sharing. Following the small group time, a time of commitment is usually planned in the worship center.

On Sunday morning the team leads the youth and adults in the Sunday School, and the coordinator provides the leadership for the morning worship hour. An invitation to commitment is issued. After a brief lunch, the visitors leave.

On Sunday evening the local people join in a "commitment and evaluation service." This service is led by the general chairperson of the LRW. The body is encouraged to share how the Lord has spoken to them through the weekend experience. This is one of the most meaningful services of the weekend.

During this final service, the Spiritual Growth group passes out commitment and evaluation forms, which are filled out immediately. A section of this form gives the people an opportunity to be included in future small groups where the journey continues.

Chapter 4: Preparations for the Lay Renewal Weekend

Preparation is the major key to a successful Lay Renewal Weekend. The responsibility of planning and promoting this initial renewal experience lies with the pastor and the general chairman. The pastor must be committed to the renewal process if it is to be successful.

INTRODUCING RENEWAL POSSIBILITIES

Ideally, the pastor and key church leaders should have a good understanding of the Church Renewal Journey as the church considers the possibilities of initiating the renewal process.

Your scheduling office has trained a number of volunteer Renewal Journey Consultants who can help church leadership understand **THE CHURCH RENEWAL JOURNEY**. A pastor can request a consultant to visit with the church leadership by or calling or emailing the Church Renewal Journey team at the North American Mission Board at 800 634-2462 ext 6481 or crj@namb.net

The Renewal consultant will visit the church and spend time in a "listening dialogue" with the pastor and church leadership. An overview of the Church Renewal Journey can be presented to the church body on a Sunday night or Wednesday night service. A Search and Discovery group is formed if the pastor or church body desires to explore the renewal possibilities further.

PREPARATION FOR RENEWAL THROUGH PRAYER

If at all possible, plans for embarking on **THE CHURCH RENEWAL JOURNEY** should include some type of church-wide prayer emphasis during the early Initiating Phase or about 12 to 14 weeks prior to the lay Renewal Weekend.

The Praying Men Seminar is available from Lifeway. It is conducted by use of video tape, or by a seminar leader or both.

WEEKEND SCHEDULING

The LRW should be scheduled only after the deacons, church council and church membership agree to schedule the event. Once it is decided, the registration form is sent to the appropriate state scheduling office. (A form may be secured from the scheduling office or a renewal consultant, or the form can be filled out online at www.churchrenewaljourney.net) under the heading Renewal Weekend Application Form

In most states the scheduling office is the state Evangelism or Brotherhood Director or state Baptist Men Director. States that do not have a scheduling office should contact the North American Mission Board, Church Renewal Journey Ministry at 2400 North Point Parkway, Alpharetta, GA 30004 800 634-2462 ext 6481 or email us at crj@namb.net

PLACING THE LAY RENEWAL WEEKEND ON THE CHURCH CALENDAR

The LRW is best placed into the life of a congregation as a separate and distinct emphasis which involves far more than just the Weekend. The best results occur when the LRW is seen as the initiating event in **THE CHURCH RENEWAL JOURNEY**.

For this reason, the LRW should be placed on the church calendar at a time when there is a minimum of six weeks before and six weeks after the weekend where no other major church-wide emphases are planned. It is imperative that the small groups, which will be a natural outgrowth of the LRW, be given sufficient time to become well established. These initial groups will be meeting for a total of 13 meetings following the Weekend before new groups are formed. The groups should begin to function immediately after the Weekend. It is important to allow several weeks of time where church-wide events are not scheduled so groups can begin to function effectively.

SELECTING LOCAL LEADERSHIP

Once the Weekend has been scheduled, the church should select the best leadership available. The Search and Discovery group will become the Spiritual Growth group. Some also might be members of other groups. A committed local leadership team is needed to insure a good LRW and a positive follow-up. The persons selected should give careful attention to the details for preparation.

The Weekend preparation organization consists of a general chairperson and 13 groups. Before the coordinator makes the first visit to help plan the weekend, the general chairperson should be selected. Together, the pastor and general chairperson select chairpersons for all 13 preparation groups and decide whether each of the group leaders will select their own members or whether these two will assist in enlisting all the group members.

VISITING TEAM LEADERSHIP

The scheduling office and/or journey consultant will assign a coordinator to your church. (If a specific coordinator is requested, every effort will be made to honor the request.) After a coordinator is assigned, it is the church's responsibility to issue an invitation to visit the church to initiate planning for the weekend. The coordinator will help determine the number of team members to be invited.

The assigned coordinator will secure a *youth coordinator*, *children's coordinator* and *music leader* to help lead during the Weekend. If the church is to make provisions for the children, the coordinator will advise the church at the initial planning meeting.

THE ROLES OF THE PASTOR AND GENERAL CHAIRPERSON

The pastor and general chairperson should form a close working team throughout the preparation period. They select the chairperson of the 13 groups in the organization and they must work closely with the preparation group chairpersons. Not only do they delegate responsibility, but they check periodically to be sure each function is being performed properly. Youth as well as adults should be included in the groups where possible. Youth representatives are especially needed in the Spiritual Growth, Prayer, Housing, Food and Welcome and Transportation groups.

The pastor and general chairperson each send letter to the congregation to encourage attendance and to advise of the schedule for the Lay Renewal Weekend. They both work closely with the coordinator in all phases of the church's preparations to anticipate any problems that might arise and assure a well prepared Weekend.

THE ORGANIZATION MEETING

Once the leadership for the Lay Renewal Weekend has been selected, a date is set for the organizational meeting. The purpose of this meeting is to describe the LRW, to acquaint each group with its responsibilities and to give an overview of the preparation so that the activities may be properly coordinated. Copies of the Preparation Groups responsibilities are available on the Resource Website and should be printed out and be given to all chairpersons prior to their meeting with instructions on the portions they are to review.

The general chairperson and pastor may direct this meeting, or they may invite the coordinator to do so.

Many churches and coordinators have found it very beneficial to hold a Renewal Retreat with the leadership for the LRW. The pastor and other staff members of the church, the general chairperson and the chairpersons of the 13 groups should attend this retreat. Members of each group may also be included. The retreat, held in the church or other selected location, lasts about seven hours. It includes spiritual preparation as well as group responsibilities.

The retreat will introduce the concept of renewal through small group experiences and testimonies given by visiting team members. "Renewal" will begin to happen at this retreat for many of the persons involved in preparation. Their resultant desire for God to renew the church will greatly motivate their preparation.

The LRW is structured so that one experience builds on another. A person attending only the Friday night session but no others until Sunday morning may not fully appreciate what is happening. All publicity and promotion of the LRW should emphasize total participation for the entire time. People should be challenged to give 42 hours to an experience which may be the most meaningful they have ever had. Be careful not to discourage those who can attend only one of two sessions. Renewal has occurred to many that have attended only a portion of the weekend.

Stress that the LRW is for the entire church body. Families and individuals need to be aware that the children will have special renewal activities as well as the youth. Youth need to know that other young people will be coming to share with them.

FOLLOW-UP

The LRW will be the beginning of new things in the life of the church. The pastor and leadership of the church should make preparation for the new life that will emerge from the experience.

The Spiritual Growth group may well be the most important group of the entire emphasis. A spiritually mature person should be chosen as chairman of this group.

SOME BENEFITS

1. As a result of the LRW you can expect a new depth of Christian love and fellowship to develop. You can confidently expect a substantial number of people to have a deeper awareness of God and others, and for them to be self-giving, caring and open.
2. You can expect from the LRW a focus on personal commitment. The coordinator and team members present commitment to Christ in a positive, appealing manner. Many people have the mistaken idea that Christian commitment is "something to give up." Such an erroneous view elicits a negative response and blocks a genuine response of love. Through love, acceptance and affirmation, people can move toward commitment in their own way and at their own pace.
3. You can expect the Lay Renewal Weekend to stimulate a deeper desire for involvement in the life of the church. In almost every church there are always more jobs to do than there are people to do them. But when people really have a vision of the living church, they seek opportunities to represent Christ to others and to the world.
4. The benefit of the Lay Renewal Weekend is a total membership visitation. Doubtless there are members in your church who have not been contacted by the church for a number of months. Some would dare say the last time they were contacted by the church was to make a pledge to the budget. By following carefully the detailed preparation, each person in your church will be contacted three separate times and given a personal invitation to:
 - (1) A dinner on Friday evening
 - (2) A coffee group on Saturday morning
 - (3) A luncheon and a men's or women's meeting on Saturday
 - (4) In addition to these contacts, there will be a number of announcements by letter and bulletin.

5. A result of your LRW is every person who participated will get a new vision of the church. Each who participated will see laypeople - men, women, and youth - performing a significant ministry in the church. The laypeople will be talking about Christ and their relationship to Him. They will be listening to the church members as they share their deepest feelings and concerns. They will be offering prayer and extending love with a deep feeling that Jesus Christ has called them into his ministry.

As a result of your church's encounter with these vital persons, there will come new friendships. You will probably hear someone in your congregation say, "What we experienced during the LRW must have been very much like the early church."

6. As a result of your LRW, members in your congregation will discover joy - joy in being God's people and joy in giving themselves to Christ and to others. They will discover this through their interaction with the visiting lay team members and through the rich discovery of new friends in the congregation.

The LRW can bring a new depth of personal renewal, a new focus on personal commitment, the release o motivation for work and ministry, the visitation of the total membership, the beginning of a new vision for the church in the 20th century and person joy. THE CHURCH RENEWAL JOURNEY will be under way!

CHAPTER 5: PREPARATION GROUPS

Preparation for the Lay Renewal Weekend is centered in the work of 13 groups. A brief description of each group's responsibilities is presented in the chapter. Detailed list of suggestions and a checklist for each group are in Exhibits 12-13M.

The groups are:

- | | |
|---------------------------|-----------------------------------|
| 1. Spiritual Growth Group | 2. Pray Group |
| 3. Housing Group | 4. Welcome & Transportation Group |
| 5. Attendance Group | 6. Coffee Hostess Group |
| 7. Correspondence Group | 8. Publicity Group |
| 9. Literature Group | 10. Youth Group |
| 11. Children's Group | 12. Nursery Group |
| 13. Food Group | |

Optional Groups

- | | |
|-------------------|----------------------|
| 14. Seniors Group | 15. Facilities Group |
|-------------------|----------------------|

Each of these groups has a specific function to perform. Each function must be completely and fully carried out for the weekend experience to have its greatest value. Remember, the positive, on-going results of a Lay Renewal Weekend are in direct proportion to the effectiveness and thoroughness of the preparation.

PREPARATION GROUP MEETINGS

The group approach introduces the type of group process used on and after the LRW to those involved in the preparation process! Each group involved in the preparation is encouraged to function more as a "share group" than as a committee carrying out a duty. They will find that in the "doing" or preparation, a real sense of renewal can begin.

Using this manual as a resource, each group leader should meet with his group regularly. (The pastor and general chairperson must meet with all the group leaders regularly.) A possible meeting format for each group meeting, and group leader's meetings, could follow this schedule, allowing one-third of the time devoted to each area:

1. Bible Study and Study of group responsibilities in the manual.
2. Sharing expectations, concerns, needs and victories.
3. Prayer for God's guidance and all the needs shared.

The brief Bible study time could focus on examples of renewal in people's lives: Jacob, Moses, David, peter or John Mark. Promises from the Word that illustrates God's desire to renew His people could be shared. At each meeting, someone should be selected to review group responsibilities and progress made to date.

Sharing should focus on anticipation of the weekend, personal needs of individuals in the group and other concerns. A good format would be to follow the "Acts in Prayer" booklet format (copies are sent with the material).

Prayer times should focus on the task and needs of the group, the power and presence of the Holy Spirit in the planning and preparation for the Weekend, and personal burdens. A list of known unsaved people should be made available to each preparation group. Prayer should include each of these. DO not make this "around the circle" sentence prayer. These prayer times should be times when people pray spontaneously and conversationally as they are led.

Many significant renewal experiences have come from these group meetings. Groups gain a vision that God's Spirit will awaken the church to spiritual vitality and new life. Excitement about the LRW grows as the group experiences unity through sharing and seeing the answers to prayer concerning needs for housing, coffee hosts, etc.

THE PASTOR'S ROLE IN THE CHURCH PREPARAION

The pastor is the key person in preparing and motivating the people in the church to look forward to a significant work of God in the life of the church. He will, of course, be involved in the investigating stage of **THE CHURCH RENEWAL JOURNEY**; seeking the mind of the Lord in deciding to lead the church into the process of renewal. The pastor should plan to lead the church on the entire Church Renewal Journey.

The pastor will select the general chairperson. They will select the 13 chairperson. The pastor and other staff members should be very involved in the decision making that affects the LRW, meeting regularly with the leadership to help make decisions and give support. They should be quite familiar with all of the preparation materials.

But, the pastor should not try to coordinate the planning of the LRW. Nor should any other staff member be given the task. The impact on the membership of the church will be much greater when the leadership comes from the laity.

The pastor should communicate regularly with the general chairperson to give guidance to the preparation tasks. He will stay in touch with the coordinator to communicate special needs or problems encountered along the way.

The pastor will prepare the church to receive the renewal which God desires for the church through his ministry of the Word, through his correspondence to the church and through his obvious desire for God to work through the LRW.

SPECIFIC RESPONSIBILITIES OF PASTORS

1. **Select general chairperson**
2. **Advise and cooperate with the general chairperson in assuring that all preparation responsibilities are completed as planned and involved the church staff in the preparation process (see general chairperson's role in Exhibit 12).**
3. **Direct part of teaching/preaching to spiritual renewal incorporating concepts from The Doctrine of the Laity, greening of the church and bold New Laity.**
4. **With the chairperson of the Spiritual Growth group, plan for the formation of small groups following the Weekend (see Exhibit 13A).**
5. **Send the scheduling office an evaluation of the Lay Renewal Weekend (Exhibit 17).**
6. **Channel the Search and Discovery group into the Spiritual Growth group in preparation for the Weekend.**
7. **Plan and conduct Body Life Reporting Services following the LRW**
8. **Reconvene the Search and Discovery group two weeks after the LRW.**

Contact the consultant and arrange a post Weekend visit.

THE GENERAL CHAIRPERSON'S ROLE IN PREPARATION

The primary responsibility of the general chairperson for the Lay Renewal Weekend is to coordinate all the planning and preparation needed to set the stage for God to renew His church. The general chairperson works closely with the pastor, other staff members and the 13 preparation groups and is the liaison between Youth and Children's coordinators and the coordinator and the church in making the necessary preparations.

This person should be deeply committed to the Lord and His church, and have a strong desire and expectation for real renewal from God. The person should have the gift of administration and be able to lead others. The membership should know this person as one who is respected by others.

The general chairperson will probably be a person who was involved in "investigating phase" of the renewal journey. Preparation materials should be studied carefully as soon as they arrive. The general chairperson should work closely with the pastor in selecting the leaders of each group. The spiritual gifts of each individual should be considered.

It would be well for the general chairperson to attend a LRW in another church prior to the scheduled LRSW. The consultant or coordinator will be able to assist in doing this. This will greatly enhance understanding of the renewal concept and in anticipating preparation problems. The general chairperson should introduce the "Group approach" as described under the heading, "Group Meetings," to the 13 group leaders. Using such an approach will create a desire for church wide renewal among the preparation groups.

The general chairperson will lead the Sunday evening evaluation service, consulting with the pastor and the Spiritual Growth group chairperson in making plans for this exciting conclusion to the LRW.

(For more details and a checklist of suggestions see Exhibit 12)

GROUP 1 - SPIRITUAL GROWTH GROUP

This group is charged with a number of responsibilities which guide and influence the renewal process in the church. The Search and Discovery group of the Investigating Phase becomes the Spiritual Growth group for the preparation of the LRW. This group also assists in the continuing spiritual growth of the church membership through small groups in the weeks and months following the Lay Renewal Weekend as they revert to the Search and Discovery group. The chairperson should have been involved in the Search and Discovery group process. The pastor and other professional church staff members should also be a part of this group.

The Spiritual Growth group is responsible for four different aspects of the Lay Renewal Weekend:

1. **Developing personal devotional life among the members before the LRW.**
2. **Initiating small groups after the LRW.**
3. **Assisting the pastor in providing training for the leadership of these small groups.**
4. **Providing continuity for on-going Search and Discovery process.**
5. **Set possible date for a Lay Ministry Weekend now if church decides to continue the Journey.**

(For more details and a checklist of suggestions see Exhibit 13A)

GROUP 2 - PRAYER GROUP

The Prayer Group's primary responsibility will be to saturate the Lay Renewal Weekend in prayer. Unless the entire effort is submerged in prayer, the results will be shallow and temporary.

Members of the Prayer group should be committed prayer warriors who realize that God is the only source of spiritual renewal. They should be people who can lead others by example to spend time with the Father and to seek a fresh breath of His Spirit in their lives and in the life of the church.

The Prayer group has specific tasks that focus on giving prayer support to the Lay Renewal Weekend:

1. Encourage the church to have a prayer seminar four to eight weeks prior to the Lay Renewal Weekend.
2. Encourage church-wide prayer for renewal for an extended time through prayer groups, home prayer meetings and a prayer reminder card for each home.
3. Develop a current prayer list with specific needs/burdens of the church family, unsaved people, etc. to share with the other preparation groups and with the church.
4. Assist in the plans for teaching/distributing the booklet, "Acts in Prayer."
5. Make plans for having a 24-hour prayer vigil at the church the day before the Weekend begins.

(For more details and a checklist of suggestions see Exhibit 13B)

GROUP 3 - HOUSING GROUP

The Housing group will need to provide housing for couples, single adults, and the youth on the visiting team. This group should meet as soon as possible and begin to pray for God's direction in the selection of homes in which the members of the visiting team are to stay.

God provides wonderful works through the team as they stay in the homes of members over the LRW. The group will want to pray earnestly over the homes chosen. Team members should generally be placed in the homes of persons who are less active in the church. Keeping someone in their home will help insure that a family will participate in the LRW themselves.

(For more details and a checklist of suggestions see Exhibit 13C)

GROUP 4 - WELCOME AND TRANSPORTATION GROUP

As the name implies, this group will be greeting everyone who participates in the Lay Renewal Weekend - the team members and the membership. This group has responsibility for helping blend the team and church members into a friendly, relaxed fellowship for the LRW. They will provide transportation as it is needed - but the main transportation responsibility will be to arrange transport of the team members to the Saturday morning coffees. It is possible for one large group to handle both responsibilities in most churches. In large churches, the group may want to consider forming two subgroups to concentrate on each task.

The Welcome and Transportation group will make arrangements to meet and transport any team members who will arrive by plane or other public transportation. More often, team members come in their own cars. Youth team members, who sometimes do not have cars, usually manage very well by riding to and from church with their host families. This group should publicize a telephone number to be called if transportation is needed by either a team member or a local church member. This number could be included at the bottom of the schedule for the LRW.

(For more details and a checklist of suggestions see Exhibit 13D)

GROUP 5 - ATTENDANCE GROUP

The task of the Attendance group is to obtain maximum participation from everyone during the entire 42 hours for the LRW experience. This group will be involved in encouraging every member of the church and every person on the current list of prospects to participate. Essentially, every member should be contacted a number of times through the following means:

1. Two letters from the pastor to the membership.
2. A letter from the general chairperson to the membership which includes a schedule of the LRW.
3. Publicity in the weekly church mail-outs.
4. A personal invitation from a coffee hostess.
5. A personal invitation with delivery of "Acts in Prayer."

(For more details and a checklist of suggestions see Exhibit 13E)

GROUP 6 COFFEE HOSTESS GROUP

The Coffee Hostess Group is responsible for organizing informal coffee sharing groups in the homes of church members throughout the areas of the community to which the church relates. The sharing groups are led by the team members. The coffees are co-hosted by the couple having the coffee in their home and another couple, when possible. The other couple might be selected from those members who might not otherwise attend.

(For more details and a checklist of suggestions see Exhibit 13F)

GROUP 7 - CORRESPONDENCE GROUP

The Correspondence group will work with the church staff to prepare, duplicate and mail or collate the necessary correspondence items for the lay Renewal Weekend. Essentially, the responsibilities involve:

1. Assist the pastor in inviting team members.
2. Receive the reply cards of the team members and advise the Housing group and the Welcome and Transportation group of the acceptances.
3. Duplicate and mail three letters to the congregation about the LRW: two from the pastor and one from the general chairperson with a schedule.
4. Print materials needed for team member instructions as requested by the coordinator. Duplicate other materials needed for the LRW small group participants.
5. Print materials needed by other preparation groups, if requested.
6. Mail a "welcome" letter with enclosures to the team members who accept the church's invitation.
7. Correspond with the visitors after the LRW to express appreciation and report results.

(For more details and a checklist of suggestions see Exhibit 13G)

GROUP 8 - THE PUBLICITY GROUP

The Publicity group provides the maximum amount of exposure for this "different" weekend experience. The goal encourages the entire church family (adults, youth and children) to participate all weekend. Other groups will be involved in personally inviting each member of the church family, while the Publicity group keeps the coming LRW constantly before the church body through various means.

This group certainly should work with other groups who are involved in "designing" and distributing materials that publicize the LRW.

1. The Prayer group will be sending a tabletop prayer reminder card to each church family. The Publicity group could offer assistance in design.
2. A booklet, "Acts in Prayer," may be personally delivered by the Attendance group, the deacons or some other group. Should such a visitation campaign be planned, a publicity piece needs to be ready to distribute with the booklets. The Publicity group may wish to assist in this visitation task.

(For more details and a checklist of suggestions see Exhibit 13H)

GROUP 9 - LITERATURE GROUP

The Literature group is responsible for encouraging the church family to read good inspirational and motivational materials. It is suggested that each preparation group chairperson for the Lay Renewal Weekend receive the On Mission Magazine available from NAMB.

The Literature group should plan for the most effective way these books can be used to encourage spiritual growth among the membership. The Spiritual Growth group has been charged with the responsibility of encouraging the members to develop a personal devotional life. It would be well for these "renewal" books to be a part of that emphasis.

(For more details and a checklist of suggestions see Exhibit 13I)

GROUP 10 - YOUTH GROUP

The Youth group is comprised of adults and youth that will be involved in the preparation and promotion phase of the Lay Renewal Weekend. Adults usually are free to attend the adults' sessions during the weekend. The coordinator will recommend an experienced youth coordinator who will lead the activities for the youth all weekend, with the help of a group of youth team members.

The Youth group's responsibilities include encouraging the young people of the church to participate in the Weekend. They should stress that they will be led by other young people, who are facing similar problems in their lives. For some of the young people, this will be the first time they meet peers who are fully committed to Jesus. Encourage some of the youth group to request a team member to stay in their home.

(For more details and a checklist of suggestions see Exhibit 13J)

GROUP 11 - CHILDREN'S GROUP

The LRW should be exciting for the participant's children. If the children are happy and satisfied, the parents will be encouraged to attend all the sessions.

The coordinator will enlist a children's coordinator to lead children in grades 1-6. They should ask the coordinator for the name, address and phone number of the children's coordinator and establish contact as soon as possible. It is possible that a children's coordinator will not be assigned by the coordinator to work with the team. In this instance, the coordinator will assist the Children's group to prepare for the arranged activities for the children.

(For more details and a checklist of suggestions see Exhibit 13K)

GROUP 12 - NURSERY GROUP

The Nursery group is responsible for providing child care for children below the first grade. Provision should be made for child care for all sessions during the Weekend: Friday evening, Saturday morning and afternoon until approximately 2-2:30 p.m., Saturday evening and Sunday morning and evening.

The responsibility of the Nursery group is to secure workers for child care from outside sources. Do not use church members, if at all possible. The membership should be free to attend each session of the LRW.

(For more details and a checklist of suggestions see Exhibit 13L)

GROUP 13 - FOOD GROUP

The Food group will have the responsibility of coordinating meals provided by the church. Team members' meals are provided either in the homes, at the church or otherwise for all the meals while they are there (six in all). The entire church membership is usually included in two or more. All church families inviting team members into their homes are responsible for meals not provided by the church. This is usually only two breakfast meals.

The Food group should participate in each session of the LRW. They should plan with this priority in mind. The Food group should have informal meals by using paper plates, cups and napkins and throw-away utensils. Considering past meals for large groups at the church, they should plan the menus, arrange serving areas and give instructions to the church family. They should enlist sufficient help for a quick clean-up allowing everyone involved to go immediately to the session.

(For more details and a checklist of suggestions see Exhibit 13M)

OPTIONAL GROUP 14 – SENIORS GROUP

The Senior Group will plan special activities such as Senior's Cottage Prayer Meeting or Senior Activities designed to help the seniors understand that the Lay Renewal Weekend for them also. The Chairperson for this group should be an active senior member of the church that is involved and active in church life. Senior church members should serve on each of the Preparation Groups but especially on this one. Transportation to and from the church during the weekend is a great way to help seniors who do not drive at night. Scheduling someone to stop by and pick them up is a lot better than just asking if any need rides. This group could also make announcement in the seniors Sunday School Classes and at other seniors meetings. Special efforts should be made to get inactive seniors to participate. If there are more than one seniors SS class, challenge each group to see who could have the best attendance, by offering a gift coupon for a meal at a local restaurant.

OPTIONAL GROUP 15 - FACILITIES GROUP

The Facilities Group is responsible for the operation of the church's sound and video system during the Lay Renewal Weekend. The Chairperson for this group should be a person who is very familiar with the systems and know how to set up microphones for soloist and speakers. There should be several on this group so they could swap around assignments of times for the weekend. They should also be available to help set up and operate sound systems for the Ladies and Men's meeting after the lunch on Saturday, when needed. They should work with the General Chairperson in setting up microphone stands for the Sunday night Evaluation Service. This group could help set up and take down table and chairs for the meals when necessary and help the Food Group get things set up and taken down so they can attend the sessions of the weekend. They could be responsible for getting the chairs in the small group meeting rooms arranged in a circle for Friday and Saturday night small group meetings and then back to normal arrangements for Sunday School.

CHAPTER 6: AFTER THE LAY RENEWAL WEEKEND

HOW TO FORM SMALL GROUPS AND KEEP THEM GOING

This part of the chapter is an aid to churches desiring the formation of small groups for prayer, study and sharing. Although written primarily for churches that schedule Lay Renewal or Lay Ministry Weekends, the principles can be used anytime for group formation. Ideas and concepts used, come primarily from experiences of many churches "on the renewal journey" and from the many books on small groups. Because the small group part of the renewal journey is so vital to the fostering of quickened spiritual journeys, a church member should be trained and commissioned to work as church liaison with small groups. Reading of books and participation in small groups are excellent ways to train such a person. This person should be trained at church expense. If you do not have such a person, ask God to assist you in calling one out for this ministry.

ENLISTING SMALL GROUP MEMBERS AND FORMING GROUPS

Curiosity and interest of church members is stimulated by testimonies about experiences in small groups and by special events that create a desire fore "more" of Him. At the close of events such as Lay Renewal or Lay Ministry Weekends (or other such events), participants may be given an option to commit to a small journey group. This opportunity should be held open for at least three weeks after the event. Commitment opportunities should be offered church wide in as many services as possible. The church paper should contain the name and address of someone who can answer questions about he commitment.

Once people have made commitments, there are many ways to form groups. Small groups have been formed geographically, around facilitators or leaders, by age groups, interest areas and spontaneously. Some churches even form them on paper and call them together as a group for their first meeting. For the purposes of this part of the journey, it is best to form them as naturally and spontaneously as possible. Of course, large churches or churches with memberships living over a large area may need to use geographic considerations and yet provide some choice. The method described in this chapter is designed to allow people to go into groups as they will with instructions to avoid grouping with close friends to the exclusion of others. It is best to have a mixture of adult ages (and it is even possible to include older youth with adults) in a group. Sharing and prayer fellowship will take care of the differences as the Holy Spirit does His work in the members.

ORIENTATION OF FACILITATORS (TEMPORARY LEADERS) FOR GROUP FORMATION

From the list of those making written commitments, select two people for each anticipated small group from training as conveners for the first meeting or two. The word "leader" is not used simply because so many people in the past have misunderstood their roles to the detriment of the group. Groups should be no larger than 10 members and no smaller than six. Group formation should begin within two to three weeks after the commitment is made. This does not permit much time for planning, therefore, preparation should be done before and immediately after the event.

Husband and wife teams make good facilitators for adults. However, anyone who will commit and is able can do this job. A suggested orientation session for facilitators agenda is included in this chapter. A facilitators checklist of duties for the group formation meeting is also included.

To avoid problems and misunderstanding, emphasize the temporary nature of the convenor's role. A convenor functions in that role only for the first, or possibly through the second, meeting. From then on, the group decides who does what. Facilitators remain as group members of the group they convene. Their services are necessary for a good beginning. During orientation, stress these items:

1. Begin each group session with prayer.
2. At the first meeting, have copies of study books, blank sheets with carbon paper for names, addresses and phone numbers, and a schedule of church activities for the next two weeks (for the purpose of planning a meeting date and time). A copy of the group roll is to be given to the church small group leader or liaison person for the church.
3. Have someone call each member prior to the first few meetings to remind them of the time and date as well as group assignments.
4. Get the group to draw up and agree upon a group contract by the end of the third meeting.
5. Discuss the importance of starting and ending on time.
6. Have people who want to change groups because of time or meeting day or any reason after the first or second meeting, contact the church liaison person.
7. Have someone selected by the group to take the responsibility to assure that the group meets regularly. This should be a permanent role for the life of the group.

TIPS AND SUGGESTED AGENDA FOR SMALL GROUP FORMATION MEETING

Announcements phone calls to interested people and church paper articles should notify all interested people about the opportunity to join a small group. The first meeting will probably attract the most attendees. Subsequent meetings to pick up stragglers may have only enough for one group. If the pastor is acquainted with small groups, a good sermon on the small house groups in Acts would help.

Although there may be one or more group formation meetings, the formation can be the same for all of them. The best time and place for the formation meetings depends on the schedules of those who attend. Some use a retreat, others a day at the church and others a two-hour session on Sunday afternoon. Each person going into a group should do so as a *learner*. The motivation for a small group experience should be for personal spiritual growth, not to teach others.

1. Each person should expect God to move and work in the lives of members and in response to their prayers. Be ready to share what He does in you with others.
2. Unless a serious attitude about attendance is exhibited by members the group will be hurt. Emphasize that each person is a vital part of the group.
3. Groups must deal firmly with the problem of extended meetings beyond the agreed upon time limits. When the agreed upon time is up, have an understanding that the meeting is over and it is okay to leave.
4. Refreshments should be incidental rather than the feature. Begin by simple refreshments (if you have them at all) and use paper plates and cups.

5. Each person must be responsible to contribute to the group and also not to dominate it. Talkative people will need to suppress the desire to talk while quiet people will need to make an extra effort to be more talkative. As the group matures, this will work itself out.

ORIENTATION SESSION FOR FACILITATORS (30 to 60 minutes)

- 1. Prayer and sharing of expectations of group journey.**
- 2. Discuss responsibilities and duties on formation night.**
 - a They should arrive early and set up their assigned rooms. Chairs in a circle and temperature comfortable. Books and roll sheets in place.**
 - b Discuss Convenor checklist and answer question.**
 - c Explain that they will be trained at the same time as the others for group participation.**
 - d Discuss the study books to be used and how to distribute them.**
 - e Explain what to do if too few or too many come to their room for group formation.**
 - f What they should do with the copy of the roll sheet.**
 - g Begin and end in prayer**
- 3. Discuss the importance of a good start and ask them to begin now by praying for God's guidance.**

FACILITATOR CHECKLIST FOR GROUP FORMATION NIGHT

Prayer for group formation, facilitator study session one of journey book (before meeting).

Meet 15 minutes before group formation meeting with the church resource person. Get material (journey books, group roll sheets) and final check on expected attendance.

After resource person asks you to go to your rooms and member follow, check to see if group is too large or to small-take appropriate action.

Begin in prayer.

Get acquainted.

Assign someone to complete roll with phone numbers and addresses (give carbon copy to church resource leader when this is completed).

Explain journey books, suggested rotation of leadership, options for times and places for group meetings, group assignments for prayer, sharing and study, etc.

Decide on meeting time, place and frequency.

Assign responsibilities for next group meeting (include someone to call everyone to remind them).

Ask group to select someone who will be responsible for their meeting regularly.

Ask each to share briefly what they would like to happen as a result of the group journey. Close with prayer of commitment.

***SUGGESTED AGENDA* Group Formation Night (Day)**

Time (Minutes)/Item

- 0-10** Singing, prayer and Scripture
- 10-20** Spontaneous testimonies on LRW and what has happened since.
- 20** Explanation of process you will use for group formation, role of Facilitators , role of Individual group contact person, church resources contact person and the person assures that the group meets regularly.
- 25-40** Teach on "belonging to a small group." Discuss group commitments, meeting duration, and discipline problems you may encounter during meetings and some suggested remedies; be expectant, go into groups to receive, not to teach others or to change groups, if problems arise contact church resource leader, no more than eight in a group, etc.
- 40-45** Questions and answers
- 45-90** Facilitators go to rooms and groups form around them. Groups form and have first meeting (groups that are too small, combine with others).
- 90-95** Facilitators turn in group roll sheet, giving time and place of next meeting, group contact person and the name of the person selected to assure that the group meets regularly.

BODY LIFE REPORTING

What Is It?

"Body Life Reporting" has evolved to identify that portion of the church renewal process when the body periodically sets aside a specific time to allow all member to "report in." This was a practice of the early church as shown in Acts 4 when Peter and John, after a confrontation with the "established" religious authorities, "went to their own company, (church) and reported" (Acts 4:23).

The Sunday evening commitment and evaluation service of the Lay Renewal Weekend is an example of this type of Body Life Reporting. There are many instances of victories, struggles and concerns in the journey of each church which need to be shared. To provide an opportunity for this Body Life reporting the church, under the leadership for the pastor and the Search and Discovery group, should schedule at regular intervals a time for all of its ministers, both ordained and non-ordained, to report what God is doing in their marketplaces as they minister and witness in His name.

How To Start

Start with an evening worship service aft her pastor has clearly demonstrated and informed other church leaders of the reason and need for body life reporting. These services, or parts of services, should be designated as body life reporting times. These should be frequent and long enough to convince the people that the church is serious about needing and wanting to hear from all minister and about ministry. The church should know that hearing what God is doing in and through the lives of His ministers is up building for the entire body.

A typical life reporting service at the corporate church level might begin with the pastor or other leader saying: "This is a special time when we want to hear from you as ministers what God is doing in and through your lives. I ask that you keep your sharing brief so that all who wish may have a chance to share." Don't be concerned if someone doesn't come to share immediately. I'm going to sit down so I can participate by listening and when I do, you feel free to come to the front where we can all see and hear you clearly." If a church is not accustomed to this type service, it is good to ask two or three who have already "reported life" to the leader to be prepared to share at the service. The sharing should be brief and personal.

Some churches have periodical fellowship dinners where body life reporting is the entire theme. These are usually held on Sunday evening but may be held at other times.

If church meeting places are conducive to breaking down into groups of six (mix all ages in each group where possible), corporate or large group reporting is greatly aided by prior sharing in groups of six to eight. An example of such a service might be to ask those attending to get in groups of six to eight around the room. Using an overhead projector or questions prepared on paper in advance, ask them to share with each other answers to two or three questions. After all have finished sharing in the group, they should close their group time in prayer, thanking God for His life in the group and for any requests that arose during the sharing time. Following this small group sharing time, the corporate life reporting or sharing time can begin. You will find that the small group time "primes the pump" for corporate sharing.

For the small groups, always use questions that all ages and personalities can relate to. You might begin with a question such as "What was one of the nicest things that happened to you lately?" The second question might be: "Share with us a prayer request for someone close to you that you have prayed for recently." The third question might be: "If Jesus were to talk to us in this group tonight what is one thing you think He would say?" you probably will not want to share in small groups each time you have corporate life reporting, but it is a good idea to do it frequently enough to encourage all age groups to be able to share occasionally. Of course, anyone who doesn't want to share should not be made to feel pressured to do so.

The corporate or large group time should be opened by simply inviting anyone to share anything that God has been dealing with them on (blessings, dreams, concerns, answers to prayer, callings, etc).

The Moderator

The moderator of life reporting should refrain from commenting on individual reporting. Interruptions may be timely when people request prayer for specific needs, at which time the body should stop and pray. Occasionally the people might need to stand and sing a chorus or two. Churches should not expect corporate life reporting to be simple to implement. Many may find silence uncomfortable. Some will tend to share at each opportunity for awhile until they see the need to refrain so others can share. Some find this "unpredicted, unprogrammed" time frustrating and feel a need to direct and plan everything in the service. Endurance, teaching of the importance of body life reporting and good experiences will overcome these problems as the body comes to know, love and pray for each other as ministers together. Life reporting can be implemented at any level of church activity. For years, one Sunday School teacher has begun class with, "What has God been doing in your life?" This helps accomplish evaluation of learning effectiveness on "life in the world." It also validates the ministry of each member. One great accomplishment of life reporting at all levels is that it validates the minister of the laity; "all are called, gifted and sent."

CONTACT THE CHURCH RENEWAL JOURNEY CONSULTANT

The week following the Lay Renewal Weekend, the pastor should contact the consultant and request a meeting with the Spiritual Growth Group. This meeting should ideally take place within three to six weeks following the LRW. The consultant will help them handle problems, anticipate needs and prepare for future events and procedures. In addition, the consultant will help the church capture and utilize the most fruit from the LRW and follow up small groups. The pastor should prepare a written evaluation of the LRW and send to the state scheduling office and consultant.

Set the Date for the Lay Ministry Weekend

The Lay Ministry Weekend should be scheduled 6 to 12 months following the Lay Renewal Weekend. The pastor should complete and send a registration form to the scheduling office when the church has decided on a date.

Begin Structuring for Ministry Expansion

The second event and subsequent activities on the Journey will focus on the theme "all Christians are called, gifted and sent as ministers and witnesses." Begin to search the body for someone God is calling out as a lay ministry coordinator or renewal ministries director to help the existing staff. This person should understand and practice the concepts of the ministry for all believers in everyday life as well as in church activities.

When God leads you to this person, provide equipping and commissioning support as well as accountability.

GLOSSARY

Acts in Prayer: This is a prayer study booklet. A copy of the prayer guide is suggested to be given to each church family to help them prepare through prayer for the LRW. *Acts in Prayer is available from Lifeway Bookstore and many times can be purchased in lots of 50 for a reduced amount from your state convention.*

Children's Coordinator: A person designated by the coordinator to supervise the activities of children during the LRW. This person may bring other team members to assist them depending on the number of Children. This coordinator will be responsible for the teaching and craft activities for the first through 6 grade Children. Some churches place the K5 with the Children and the 6th graders with the youth. Crafts and Bible teaching will be planned for these ages and children below the first grade (or K5) should not be placed with the Children but with the nursery.

Church Renewal Journey: A Church discipleship process of consisting of two or more Renewal Weekends led by a visiting coordinator and team.

Consultant: Conducts Consultations with local churches interested in the Renewal Journey, serves as an advisor throughout the Church Renewal Journey and serves as resource person for Renewal Workshops, Seminars, Retreats, etc. Some states will have the Weekend Coordinator serve as the Consultant also.

Coordinator: A person, normally selected by the scheduling office, recommended to the church and then invited by the pastor to coordinate the entire LRW.

General Chairperson: A local church member selected by the pastor who works directly with the pastor and the Coordinator in the preparation for the LRW.

Group Chairperson: A person selected by pastor and General Chairperson to direct the work of one of the 13 Preparation Groups that plans, promotes and presents the LRW.

Ice Breaker: a fun question used to open a small group meeting to allow persons to "open up" and get to know each other.

Lay Renewal: A term used to designate a lay led process of awakening a church to a renewed understanding of who we are as Christians and whose we are as God's children and what difference that should make in our lives as individuals and as a church body.

Lay Renewal Weekend (LRW): A Friday through Sunday experience in which a group of laypeople, including youth visit a local church to share their faith in large and small groups.

Lay Ministry Weekend: The "second weekend" or "equipping phase" of the Church Renewal Journey that teaches that all church members are called and gifted for service and helps each to discover their unique SHAPE for ministry. This weekend usually follows the LRW in 6 to 12 months.

Relational: To be immediately present and involved with others in their struggles and victories at a deeper level than "church socials."

Renewal: "Renewal" has to do with individual and corporate acceptance of the New Testament idea that each Christian has been called and gifted for ministry. It seeks to discover, implement and encourage the one who is seeking to take Christ and His call seriously in daily life.

Scheduling Office: Either the state convention Baptist Men's or Evangelism office where a church request assistance in scheduling and conducting a LRW.

Sharing Groups: Groups which meet to study, share and pray about their trials and triumphs in the Christian life. They may be referred to as "Journey Groups or "Discipleship Groups."

Team Member: An adult or youth who has been invited by a church to visit that church on a designated weekend, at their own expense, to share their faith through brief testimony and facilitate.

Youth Coordinator: A person invited by the coordinator to supervise the activities of the Local church youth during a LRW. The Youth Coordinator may bring several assistants with them depending on the number of youth expected to attend the LRW.

Youth Team Member: A young person who has been invited by the coordinator to serve as a visiting team member during the LRW. This may be a son or daughter or grandchild of an invited adult team member. They may work with the Youth Coordinator as an assistant.

EXHIBIT 1 TYPICAL LAY RENEWAL WEEKEND SCHEDULE

(This suggested schedule should be adjusted to fit church needs.)

THURSDAY

5:00pm 24-Hour **PRAYER VIGIL** begins at church

FRIDAY

5:00-6:00pm .. Visiting Team Prayer & Preparation Meeting with Pastor & Home Chairperson

6:30pm Nursery Opens

6:30-7:30pm Fellowship Dinner for entire church family in fellowship hall

7:30-8:15pm General Session: Children, Youth, & Adults meet in Sanctuary

8:15-9:00pm Planned activities for Children & Youth: Adult Discussion Groups

9:00pm Group Reports and Closing Prayer Time: everyone meets back in Sanctuary

SATURDAY

7:15am Host / Guests breakfast in home of host family

8:30-9:30am Visiting Team Prayer & Preparation Meeting with Pastor & Home Chairperson

9:30am Nursery Opens, Children & Youth Activities, Drivers for Coffees meet at church

10:00-11:30am Coffees in church member's homes for Adults

12 noon Church wide Lunch followed by separate Men's and Women's meeting (Youth sometimes have a cookout or lunch away from church

2:00-5:00pm Free time

5:00-6:00pm Visiting Team Prayer & Preparation Meeting with Pastor & Home Chairperson

6:30pm Nursery Opens

6:30-7:15pm Fellowship Dinner for entire church family

7:30-8:15pm General Session: Children, Youth, & Adults meet in Sanctuary

8:15-9:00pm Planned Activities for Children & Youth: Adults Discussion Groups

9:00pm Closing Prayer Time: everyone meets back in Sanctuary

SUNDAY

8:30-9:30am Visiting Team Prayer & Prep Meeting with Pastor & Home Chairperson

9:45-10:45am Sunday School

11:00am Morning Worship Hour

12:30pm Lunch for Visiting Team members and Host families

Visiting Team leaves for home after lunch

6:00pm **Church-wide Evaluation Service** (for entire church, no other church activities)

The church has a chance to openly discuss and evaluate the weekend and what the Holy Spirit has said to them. This is the *highlight* of the weekend.



EXHIBIT 2

Seven Hour Retreat Renewal Spiritual Awakening and Preparation Group Training

8:30- 9:00am	Breakfast and Fellowship
9:00- 9:15am	Opening thoughts, introduction of Visiting Couples
9:15- 9:30am	Instructions and preparation for "The One Hour Quiet Time."
9:30- 10:30am	Each person spends an hour going through <i>TIME ALONE WITH GOD</i> - One Hour Prayer Study
10:30- 10:45am	Coffee Break
10:45- 11:00am	Testimony of Coordinator
11:00- 12:15am	Small Groups praying and sharing- led by team members
12:15- 1:00pm	Lunch and Fellowship
1:00- 1:30pm	Testimonies by team members
1:30- 2:00pm	Sharing by Preparation Group people
2:00- 3:30pm	Review or introduction of the LRW schedule and Training and Discussion of the responsibilities of each Preparation Group

EXHIBIT 3

Lay Renewal Weekend Planning Calendar

- WEEK 20-18** **Consultant meets with pastor and several church members for Church Renewal Journey (CRJ) Overview**
- WEEK 18-16** **Consultant presents CRJ overview to church during Sunday night or Wednesday night service (optional)**
- WEEK 16-14** **Church votes or decides to initiates the Church Renewal Journey by scheduling a Lay Renewal Weekend.
Pastor selects local church General Chairperson. State office assigns Coordinator to coordinate weekend**
- WEEK 14-12** **Pastor and General Chairperson select 13 Preparation Group
Pastor and General Chairperson sets date for coordinator to come and training 13 Prep Groups
Each Preparation Group Chairperson enlist 4 to 6 church members to serve on their Group
Pastor and General and General Chairperson plan "Church-wide Prayer Seminar" (optional)**
- WEEK 10- 8** **Coordinator comes to church and conducts training for 13 Preparation Groups
Training can be done as part of "Seven Hour Renewal Leadership Retreat" away from church (optional)**
- WEEK 8 - 7** **Pastor invites Coordinator to come and share testimony at the Sunday Worship Service.
Coordinator may suggest Renewal Team Members to come and give testimony.
General Chairperson orders "Acts in Prayer" booklets from Lifeway or state convention
Coordinator presents suggested visiting team member list to General Chairperson.
Correspondence Group with pastor mails or emails invitations to Visiting Team Members**
- WEEK 6** **Correspondence Group mails pastor's first letter to congregation about Lay Renewal Weekend.**
- WEEK 5** **Attendance Groups divides church membership into groups for Saturday LRW Coffees**
- WEEK 4** **Publicity Group plans for skits about LRW in Sunday School and Worship Services.
Publicity Group begins plans for LRW Poster contest among youth and/or children (optional)**
- WEEK 3** **Prayer Group begins sign-up for 24 Hour Prayer Vigil
Correspondence Group mails out pastor's second letter to congregation (include *Acts in Prayer* booklet)
Coffee Hostess Group completes enlisting homes to host LRW Saturday morning coffees
Housing Group completes enlisting church members to house visiting team.**
- WEEK 2** **Correspondence Group mails letter from General Chairperson to congregation which should include a weekend schedule and prayer reminder cards from Prayer Group
Correspondence Group mails welcome letter to team members with a map and a schedule of LRW**
- WEEK 1** **Preparation Group members gives testimonies in Sunday School and Worship Service.
Home Prayer meetings led members of Pray Group (optional)
24 Hour Prayer Vigil begins on Thursday at 5:00pm
Visiting Team Members arrive Friday for 5:00pm team meeting.**

EXHIBIT 4

Sample of Pastor's Letter of Invitation to Team Members (to be written by pastor and mailed by Communications Group)

Dear _____

We want to extend to you an invitation to be a team member on our Lay Renewal Weekend, (date)
at (Namb) Baptist Church in (City and State).
Our coordinator for this Renewal Weekend is (name)

Our Church has a membership of approximately (number) with an average Sunday School
attendance of (number). Our membership is composed of a general cross section of people, more
young than old. (List facts about your church that you would like to include.)

Enclosed are two cards, one addressed to the coordinator and one to our church for your response to
this invitation. We ask that you pray about this and seek God's leadership. Please respond by (date),
letting us know your decision.

We are looking forward to the possibility of your being with us in this renewal emphasis and
appreciate your prayers for God to use this in all our lives.

Thank you,

_____, Pastor

EXHIBIT 5

Sample of Team Member Invitation Reply Card

Note to Pastor and Correspondence Group: Please enclose two cards like the one below with each letter of invitation. One card is to be stamped and pre-addressed to coordinator. The other card should be stamped and pre-addressed to you as pastor of the church. A second letter might be sent if prospective team member does not respond three weeks prior to the date of the weekend

_____ Yes, you can count on me *{Weekend Dates Here}* for your Lay Renewal Weekend
at *{Church Name Here}* Baptist Church in (City and State).

Complete the appropriate information about those coming:

Married Adults (ages) _____

Single Adults (ages) _____

Youth (age) _____

Children (name & ages) _____

Telephone No. _____ E-Mail Address _____

Please provide housing. No _____ Yes _____

List any special needs you have for housing.

_____ We are already involved for this weekend, but will be praying for your *Weekend*.

Please Reply by _____ *{Reply Date Here}*

Signed _____

Please Print Name CLEARLY _____

Note: The team meeting is at 5:00 p.m. on Friday _____ *{Friday's Date Here}*.

Our visiting renewal weekend coordinator is _____ *{Coordinator Name Here}*.

EXHIBIT 5A

Sample Email letter to Team Member

Dear (Team Member's Name),

We want to extend to you an invitation for you to be a team member at our Renewal Weekend which is scheduled for (date), at (Church Name), at (Church Street Address) in (City, State & Zip).

Our Coordinator for this renewal weekend is (Coordinator's Name) from (City& State)

Our church has a membership of approximately (number) with an average Sunday School attendance of (number). Our membership is composed of (description of the make up of your membership and average age of membership and etc.)

We ask that you pray about this and seek God's leadership. Please respond as soon as possible but at least within two weeks of this invitation, letting us know your decision.

You can respond by email to our church's General Chairperson (Chairperson's Name) at (Chairperson's email address) and copy the email to our weekend Coordinator at (Coordinator's email address).

In your email reply, please let us know the answers to the following questions. by typing the number of the question and then you answer. (you do not need to retype the question, just place the question's number in front of your answer)

1. Your name and will you be able to come?
2. Your Spouse's Name and will your spouse come with you?
3. Your Full Mailing Address, including Street, City, State, and Zip
4. Home Phone & area code and Cell Phone & area code
5. Names, ages, School grade, & gender of children or youth you will bring
6. Will you need housing and please list any special housing needs?
7. Have you served as Renewal Team member before and approx date?

We are looking forward to the possibility of your being with us in this renewal emphasis and appreciate your prayers for God to use this in all our lives.

If you have Questions, call the Church (Church Phone number)
or call the Coordinator at (Coordinator's Phone number)

Thank you,

(Pastor's name)

EXHIBIT 6A

Sample of Pastor's First Letter to Congregation

(To be sent by Correspondence Group from the pastor four weeks prior to the Lay Renewal Weekend)

{Date Here}

My Dear Church Family:

I am writing you today about an important event on the calendar of our church, the Lay *{Lay Weekend Type Here}* Weekend. The event is scheduled *{Weekend Dates Here}*, and I believe it holds tremendous possibilities for each of us. It is the follow-up to the Lay Renewal Weekend on our Church Renewal Journey.

During the *{Weekend Name Here}*, we will have large group learning sessions and small group sessions. The weekend will begin with a dinner on Friday night, *{Friday's Date Here}*. There will be a Saturday morning meeting, followed by lunch at the church. There will be a Saturday evening dinner and learning session, and special programs in our Sunday School and worship services on Sunday.

I believe that this Lay *{Weekend Name Here}* Weekend is coming at an important time in the life of our church. Without a doubt, this will be a time of spiritual growth and enrichment that will strengthen the ministry of our church.

Let me point out several important things. The Lay *{Weekend Name Here}* Weekend is just 42 hours long. To get maximum good out of this experience, I want you to attend each session. Also, this is a people-to-people sharing experience as well as a deeper life learning experience. This is layperson sharing with layperson how he or she has discovered a meaningful faith. It is an interpretative event extending God's call to ministry, explaining spiritual gifts for ministry and the redemptive nature of all Christian ministry.

Think of this event as an experiment. Every child of God is called to redemptive ministry. Every child of God is gifted and sent for his or her ministry. This weekend just might be the beginning of your expressing one of God's gifts through an exciting ministry.

Mark your calendar today, and plan to attend each session. Notices will appear in church bulletins and newsletters to sign up for meals during this weekend.

Sincerely,

{Pastor's Name Here}

Pastor

EXHIBIT 6B

Sample of Pastor's Second Letter to Congregation

(To be send by Correspondence Group from the Pastor three weeks prior to the Lay Renewal Weekend)

Dear Friend,

Just a note to remind you that I am really counting on you to share in our **Lay Renewal Weekend** on (date)

Also, I am enclosing a little booklet that I think you will find extremely helpful in your own quest for new life in Christ and for a deeper faith in our day.

For the last month our church has been deeply involved in getting ready for the **Lay Renewal Weekend**. A number of groups have already been at work, and we are in high hopes that this will be one of the most meaningful experiences we have had in our church in a long time.

Again, I want to urge you to attend all the sessions. There is a dinner on Friday evening, coffee groups on Saturday morning, men's and women's luncheons on Saturday at noon, and a dinner meeting on Saturday evening. The nursery will be in operation during the entire Weekend. Plan to be present at each one of the sessions.

I want to encourage you to make these short 42 hours a church weekend. This indeed may prove to be one of the most meaningful experiences of your life. I want you to join me in prayer that this will truly bring new life to our congregation.

Sincerely yours,

Your Pastor

(Note to Correspondence Group and Pastor: Remember to enclose the *Acts in Prayer* booklet with this letter.)

EXHIBIT 6C

Sample of General Chairperson's Letter to Congregation

(To be sent by the Correspondence Group from General Chairperson two weeks prior to the Lay Renewal Weekend.)

Dear Church Family,

God is preparing tremendous blessings for all us. Our Lay Renewal Weekend, (date) is almost here, and I cannot tell you how excited I am about the possibility of wonderful spiritual blessings for our entire "family of faith. Approximately (number) adults and young people will be coming to us from all over the state to share with us from their own renewal experiences. I hope everyone in the church is making plans to be a part of this special weekend.

A schedule of the weekend is enclosed. We hope you will attend each session. The weekend is only 42 hours long. Make your plans now so that nothing prevents you and your family from being present.

Special notes have been included at the bottom of the schedule so that you can make plans for the meals. Take note of the special Sunday School arrangements. I especially hope you will attend the Sunday night Evaluation Service. I have been assured that it is the highlight of the weekend.

Note that a nursery will be provided for each session. The Nursery Coordinator ask that your children eat before they arrive. All the children will be eating lunch with their parents on Saturday. The sessions may last a little longer than usual, so bring adequate provisions for the little ones. The Children's activities will be directed all weekend by visiting team members. Your children will enjoy this time.

The young people will be led all weekend by visiting young people who have experienced renewal in their lives. Their sessions will be both fun and meaningful. On Sunday they will leave the church at (time) to go to (place) where they will have recreation, sharing, a cook-out lunch and great time. They will return to the church around 2:00pm, about the same time the women's and men's meeting are finished.

We believe these plans will help you and your family be able to participate in this important event in the life of our church.

Yours in Christ,

_____, General Chairperson

(Note to the church: Adapt this letter to your church's plans. Enclose a Lay Renewal Schedule.)

EXHIBIT 7

Guidelines for Pastors' Letter to Visiting Team Members about the Results of Lay Renewal Weekend and Evaluation Service.

1. Thank them for faithfulness and contribution.
2. Discuss your assessment and a summary of the Sunday night Evaluation Service. Be as positive as possible, but also be realistic. Give God the praise.
3. Discuss visible results surfacing during the Weekend. Especially address the following:
 - a. Sunday night Evaluation Service
 - b. Professions of faith
 - c. Rededications
 - d. Commitments
4. Evaluate those invisible results which you feel will appear as the church continues on the Renewal Journey.

(Note to pastor: Please go online at www.churchrenewal.net and complete the Pastor's online Evaluation Form.)

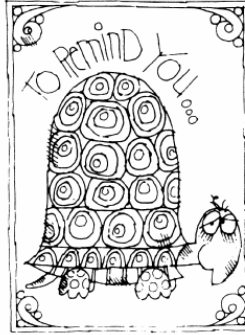
EXHIBIT 8

SUGGESTED PUBLICITY POSTERS

(PUBLICITY GROUP MAY HAVE BEST POSTER CONTEST WITH YOUTH & CHILDREN)



**TO GO TO
LAY RENEWAL**



**SLOW DOWN FOR
LAY RENEWAL**



**ABOUT
LAY RENEWAL**



**GOD LOVES YOU!
COME TO
LAY RENEWAL**



**TO CATCH
LAY RENEWAL**



**ATTEND
LAY RENEWAL**



**STRETCH YOUR TIME —
ATTEND LAY RENEWAL**



FOR LAY RENEWAL



**ABOUT
LAY RENEWAL**

EXHIBIT 9

Lay Renewal Commitment and Evaluation Form

Please make copies of this form for each Adult, Youth & older Children attending the Sunday night Evaluation Service
Please also inform the Weekend Coordinator of any church member interested in being a team member to another church

Personal Commitments

Because of God's work in my life this weekend, I want to share the following decisions:

- I have accepted Jesus Christ's gift of eternal life, and have received Him as my personal Lord and Savior.
- I request baptism and church membership.
- I present my life to Jesus Christ in total surrender to His Lordship.
- I desire to develop a personal quiet time with the Lord each day.
- I want to learn to share my faith in Jesus.
- I want to make the following personal commitment: _____

(Use back of this form if more space is needed)

Continuing Commitments

I want to embark on the Renewal journey in the following ways:

- I want to be part of a small group that meets for approximately 13 weeks for study, prayer support and ministering to each other.
- I will commit to faithfully meet with my small group over the summer months (specific day and time to be determined by the group) with the exception of family vacation times and other major events.
- I am willing to open my home for small group meetings
- I prefer to be in a group that meets at the church on Sunday or Wednesday
- I have interest in participating as a team member in future Renewal weekends at another church. (See info at bottom of page to register online.)
- I am interested in facilitating or leading a small group.

Personal Comments and Evaluations of the Weekend

Do you think our church should continue to the next step of the Church Renewal Journey and schedule a Lay Ministry Weekend which deals with the equipping phase of the Journey _____

If we do, will you plan to participate _____ and would you like to serve on one of the 13 Preparation Groups for the

Lay Ministry Weekend? _____ Which group or area? _____

Name: _____ Today's Date _____

Address: _____

City, State, Zip: _____

Telephone No.(home): _____ (cell) _____

E-mail Address: _____

Church _____ Pastor _____

Your Birthday ____/____/____ Spouse's Name _____

EXHIBIT 12

GENERAL CHAIRPERSON DETAILED RESPONSIBILITIES

The Sunday Night Evaluation Service

This service is generally the highlight of the Lay Renewal Weekend. The team members have returned to their home churches, and this is a time for the local members to share their experience and to evaluate what has happened.

Since all regularly scheduled Sunday evening meetings will not meet, this service should start an hour earlier than the regular Sunday night worship service. Don't set a time limit for this service. It will run from two and a half to four hours, depending on the size of the crowd. **ALLOW GOD TIME TO DO WHAT HE WANTS TO DO.** Many people who did not attend the Weekend, who attend this service, will experience renewal in their lives by hearing the Body share. If parents of small children are present, encourage them to feel free to leave as needed.

Do not have a choir. The pastor will not preach a sermon. An offering could be omitted, unless you need to take a love offering for any groups who may have assisted in the nursery care for the Weekend. Special music would only be planned if it contributes to the focus of the evening: The Church Body sharing with one another what the Lay Renewal Weekend meant.

A suggested format would be similar to this:

- 1) **Singing two or three choruses in PRAISE to God.**
- 2) **Introduction of the Evening.** The general chairperson should share with the group what the Weekend has meant personally, and whatever the Lord lays on his/her heart and then explain to the group that this is a time to share what the Weekend has meant to you
The general chairperson should model a good testimony by being personal, vulnerable and brief. Also he/she should sit down near the front while others come freely to share.
- 3) **Sharing Spontaneously,** ask the people to share as God leads them. Have a microphone available. Don't worry about a few minutes of silence during the evening. These are times the Lord uses to speak. As people express prayer requests or needs in their sharing, the General Chairperson should ask someone to lift that need in prayer.
- 4) **Commitment and Evaluation Forms.** About one and one-half hours after the service begins the Spiritual Growth group chairperson should be introduced to explain the commitment form and briefly convey the plans to continue renewal through small groups. Each adult and youth present should complete a form. Forms should be filled out and taken up during the service. Do not let them be taken home to be filled out later. The Spiritual Growth group leader should use this time to give his own evaluation of the Weekend and briefly explain his own vision of what he believes God wants to accomplish through the "Awakened Body"
- 5) **More Sharing.** Do not stop the service after taking up the evaluation forms. Invite others who have not shared to come and give testimony. You may wish to have another chorus of PRAISE before beginning again.
- 6) **Closing the Service.** Ask the pastor to take the lead in closing the service when it seems to be drawing to a Close. Let the Holy Spirit lead. Be sensitive to the Spirit as to whether or not an invitation should be given. There may be many people who are ready to be fully- committed following the evening of sharing.

Checklist for General Chairperson's

- Work with the pastor in selecting leadership for each preparation group.**
- Work with pastor regarding prayer preparation plans:**
 - How will "Acts in Prayer" be used/distributed?**
- Work with the pastor in determining the date for the initial organizational meeting.**
- Work with staff members to determine unique needs for different groups:**
 - Will the church provide leadership for the children during the Weekend or will visiting children's coordinators be invited to handle the children's activities (Grades K to 5)?**
 - Do we need outside help with the nursery (for ages newborn through five) during the Weekend?**
 - Will those who usually serve as teachers in the children's departments teach or will visiting coordinators handle Sunday School?**
- Youth Coordinator contacted. Youth needs discussed.**
- Be responsible for keeping the Plan Calendar and coordinate preparation group chairpersons in plans for each week prior to the Weekend.**
- Team Member invitations Week 7**
- Letter No. 1 from pastor Week 6**
- Church Membership grouped for coffees Week 5**
- Publicity posters/announcements Week 4**
- Letter No. 2 from pastor Week 3**
- Prayer Chain Sign-up begins Week 3**
- Coffee Hosts List complete Week 3**
- Youth Outings finalized (location, transportation, food) Week 3**
- Weekly Church Newsletters to contain publicity, needs, and finally a schedule Weeks 4, 3, 2, 1**
- Letter No. 3 from General Chairperson with a prayer reminder and schedule of events Week 2**

- ___ Encourage Housing group to have hosts write a note of welcome to their guests Week 2

- ___ Letter of welcome to the team members from the pastor, including directions to church and a schedule of the Weekend Week 2

- ___ Testimonies planned for worship services:
 - ___ Week 3
 - ___ Week 2
 - ___ Week 1

- ___ 24-Hour Prayer Chain complete Week 1

- ___ Work with each group chairperson as needs for each group arise.

- ___ Hold regular group meetings, for planning and prayer.

- ___ Meet with appropriate staff members to delete the regularly-scheduled meetings and duties from the calendar:

- ___ A choir will not be needed for the Weekend sessions.

- ___ Will a pianist be coming with the team?

- ___ Sunday School leadership for adults and youth need to be advised that the renewal team will be in charge of Sunday School during the Weekend.

- ___ Sunday School director needs to decide the method to be used on Sunday morning to collect offering envelopes and to count attendance. Encourage church to omit the usual record-keeping chores.

- ___ If there is a Children's Church service, who will handle it?
 - ___ Regular Workers
 - ___ Visiting Children's Coordinators
 - ___ Service will be omitted.

- ___ Delete any regular-scheduled meetings prior to the Evaluation service on Sunday evening of the Weekend.

- ___ Determine method to be used to advise the congregation quickly how to find each small group's location for Friday and Saturday.

- ___ Post a number on the room door indicating each small group's location.

- ___ For large churches, publish a floor plan with a list of small group locations. Include the location of youth and children groups.

- ___ Plan which room will be used for the team meetings. Advise the Welcome Group, so the Team Member instruction sheets/books, name tags, and housing assignments may be placed on a table outside for distribution as the team arrives on Friday.

- _____ **Work with the Weekend Coordinator and the Housing chairperson on Friday evening to make necessary changes in housing arrangements. Advise the Coordinator of the plan for matching hosts and guests, so that he can advise the team during the Friday afternoon team meeting.**

- _____ **Arrange for someone to open the building early on both Saturday morning and evening, and again Sunday morning for the team's scheduled meetings.**

- _____ **Secure a supply of pencils to be used in the small groups on Saturday evening.**

- _____ **Stay in touch on a weekly basis the Weekend Coordinator.**

- _____ **Plan format for the Evaluation Service, working with the pastor and the Spiritual Growth chairperson.**

- _____ **Lead the Sunday evening Evaluation Service, giving time during the evening for the Spiritual Growth Group to speak about share groups to follow up the LRW, and have the congregation fill in evaluation commitment forms. They should be filled out and taken up that night.**

- _____ **Depend entirely on God's Holy Spirit to work through you to accomplish the heavy task you have. Pray for His leadership.**

EXHIBIT 13A

SPIRITUAL GROWTH GROUP RESPONSIBILITIES

Personal Devotional Life

During the preparation period, the Spiritual Growth group will challenge the church members to develop a personal devotional life of prayer and Bible study “a quiet time.” This challenge may include teaching, testimonies, encouragement, and example.

This group will work with the pastor and the Prayer group to plan a prayer seminar and/or to distribute the booklet “Acts in Prayer” to the membership. The Spiritual Growth group should lead in scheduling and promoting these personal spiritual growth emphases.

If plans include a prayer seminar, this group would encourage the membership to attend, and would assist in any appropriate follow-up to the seminar. If “Acts in Prayer” is to be taught in the Sunday School, the group could be involved in the teaching. This booklet provides an excellent means for encouraging a personal devotional life, and includes practical suggestions for beginning this meaningful discipline.

This group might choose to provide other good devotional guides. Many appropriate books are probably in the church library, and could be highlighted in the church newsletter or introduced in a Sunday School department or class. Work with the Literature group on the best way to assure these books are used effectively to encourage spiritual growth.

The Spiritual Growth group could arrange to have members of the congregation share experiences in their personal devotional lives with others in the congregation. This could be done as a testimony to the entire church during one of the Sunday services, or as part of a Wednesday night prayer service. Testimonies also could be featured in a Sunday School department or class.

Initiating Small Groups

The most important task of the Spiritual Growth group is to make preparations for the renewal journey to continue through the formation of small groups. Plan the follow-up in advance and begin meeting immediately following the Weekend.

A Commitment and Evaluation form should be designed by this group which will aid in determining the preferences of the congregation in being a part of a small group. A sample form is provided.

Decide with the youth leadership if the youth will have separate small groups or if they will be integrated into groups with adult members. Usually, the youth members need a time to share with their peers the specific problems and solutions they are facing. An adult leader, a couple or a spiritually mature young person may be selected to convene a youth group.

Planning for Small Group Participation

The Spiritual Growth chairperson should work with the pastor in making plans for training in small group concepts. A good resource is Bill Bangham's *Journey into Small Groups*.

Potential Lay Renewal Team Members

One part of the Commitment and Evaluation form will give an opportunity for church members to indicate a willingness to participate as a Lay Renewal team member. The Spiritual Growth group should take responsibility of compiling a list of names and addresses which the pastor sends to the Weekend Coordinator. Team members should be supportive of their own church and leadership. It would be well to indicate approximate ages of those listed.

Checklist for Spiritual Growth Group

- Encourage the development of a personal devotional life among the church members.**
- Work with the pastor, the Prayer group, and the general chairperson to determine if a prayer seminar will be planned for Renewal preparation.**
- Assist in appropriate follow-up to prayer seminar or other emphasis.**
- Work with the pastor and the Prayer group regarding the plans for distributing/teaching Acts in Prayer. Assist in teaching this booklet.**
- Encourage a daily devotional time. Highlight devotional books from the church library or other source in the newsletter or in Sunday School.**
- Work with Literature group to plan book table for the Weekend.**
- Arrange for personal testimonies about people's devotional times in services or Sunday School.**
- Make preparations for the formation of small groups which will meet after the Weekend.**
- Work with the pastor and other staff in planning and promoting for small groups.**
- Order adequate number of the selected books for the follow-up small groups prior to the weekend.**
- Speak to the congregation during the Evaluation Service encouraging each person to be a part of a small group.**

- _____ **Have each adult and youth present complete a Commitment and Evaluation Form. Take up forms. This Form is on page 92 or this manual. Make copies for all who attend.**
- _____ **Use the Commitment and Evaluation forms to select facilitators.**
- _____ **Plan to inform those who commit to a small group about the next step.**
- _____ **Plan a method of signing up people during Sunday School and worship for the next two weeks.**
- _____ **Provide small group opportunities for the youth members.**
- _____ **Assist in training leadership for the small groups.**
- _____ **Work with the pastor in planning an initial group organization and training meeting. (Ideally, this will be within two weeks after the Weekend).**
- _____ **Plan with the pastor for training facilitators and the group organization meeting.**
- _____ **Meet with representatives of the small groups periodically.**
- _____ **Plan for the small groups to be restructured after 12 or 13 meetings.**
- _____ **Plan with the pastor for Reporting Services. Contact participants in the small groups and them to give testimonies of the ways their lives have been affected by the group.**
- _____ **Be ready for the congregation to sign up for a new group at the end of the initial 13-week small group sessions.**
- _____ **Provide additional training if needed.**
- _____ **Using the Commitment and Evaluation forms, compile a list of church members who would like to serve on a lay renewal team. Review this list with the pastor for his input.**
- _____ **Include approximate ages of adults.**
- _____ **Give ages of young people.**
- _____ **Give complete addresses and phone numbers.**
- _____ **Send the list to the Weekend Coordinator.**

EXHIBIT 13B

PRAYER GROUP PREPARATION

The Prayer group should work with the pastor to determine if plans could include a prayer seminar. Churches that have initiated the renewal journey with a strong emphasis on the prayer life of the church testify that “renewal” truly begins at that point.

In addition to the formal prayer seminar, prayer groups may be formed to pray for renewal in the church. These can be implemented through existing ministries of the church, such as the Sunday School, Baptist Men, Baptist Women, etc. Informal prayer meetings may be scheduled in homes prior to the Weekend. Groups could gather immediately following the Sunday evening worship time to pray for renewal.

The Prayer group chairperson could attend a deacon’s meeting and ask them to commit to pray for each church family by name. If the church does not already have a Deacon Family Ministry, divide the church membership, giving a number of families to each deacon. They should pray that God will renew spiritually each person on their list as they pray daily for them. In a similar way, the church staff could commit to pray daily for a number of deacons and their families.

The Prayer group should design a tabletop prayer reminder card to be given to each church family. These may include some of the practical needs for the Weekend as well as encouragement for daily prayer for renewal. These may be distributed through the Sunday School, available in the entry of the worship center or mailed to each home.

Develop a prayer list with needs and burdens of the church family. Special emphasis should be placed on those who are not saved and the backslidden. This may be done through the Sunday School by using a prayer request form. A master list could be printed and made available for people who are committed to intercessory prayer. This list could be mailed to the visiting team to allow them to pray for these burdens.

Team members will be responding to the church’s invitation to be a part of the Weekend. As their responses are received, their names could be given to individuals who will agree to pray for them daily prior to the Weekend.

Included in the preparation materials given to the church by the Coordinator, is a booklet entitled “Acts in Prayer.” This book can be ordered and given to every church family. This distribution may be handled in several ways. The Prayer group should work with the pastor, and the Spiritual Growth group to decide how this distribution can be most effective.

Acts in Prayer could be included with one of the letters to the congregation from the pastor (No. 2). Or, where the Deacon Family Ministry is functioning, they may want to personally deliver a copy along with their personal invitation to be a part of the Weekend. Also, the Attendance group may be consulted. They may decide to deliver them with an invitation to the Weekend.

An excellent use of the booklet *Acts in Prayer* may be to teach it in Sunday School two weeks prior to the Weekend. This approach would be for both the adults and youth. This can be done effectively by using only one teacher in each department, teaching one-half of the book each of two Sundays.

Following the teaching, the departments can break into small groups for prayer. The Spiritual Growth group could be involved in the teaching of this book through the Sunday School.

Some pastors have elected to teach the booklet during the Wednesday evening prayer service several evenings prior to the Weekend. Following each teaching session, those in attendance could form small groups to pray for renewal.

One of the most critical responsibilities of the Prayer group is to plan for the 24-hour prayer vigil to be offered at the church. This prayer chain would begin at 5 p.m. on Thursday and continue until 5 p.m. on Friday of the Weekend. The Prayer group will publicize the prayer chain, encourage the membership to be involved and provide a method for participants to commit to the vigil.

The Prayer group will select a place in the church for the 24-hour vigil and publicize its location. The room may be set up with soft lighting and soft instrumental music and have tables with Bibles, copies of the prayer list, copies of “The Prayer Meditation For Renewal” (provided by the Coordinator) other helpful prayer materials and a clock. Post instructions to enter in silence so as not to disturb other intercessors. Have enough room and materials to allow more people than the number who signed up to be praying, or meditating. Leave a notice that intercessors may remain in the prayer room longer than the hour which they planned.

Many churches have found it wise to plan a method of keeping the chain of prayer going after it begins. Outside the place of prayer, display the list of people who have signed up to pray, with their designated times and telephone numbers. Arrange for a telephone to be available. Before going in to pray, each intercessor would call to remind the person who follows the next hour. This is especially helpful for those who will be coming to the church in the middle of the night. Several methods have been used to secure a good number of intercessors for the vigil. Small churches have displayed a poster with a circle divided into 24 “slices” and the membership is encouraged to sign their names in one of the hour slots. Larger churches have designated Sunday School classes or departments to take specific periods.

More than one person should be praying for each hour. Couples are encouraged to come together. If the person who is scheduled does not come, or is late, encourage people to remain until another intercessor arrives.

The men should take the nighttime hours, with women and young people the daytime or early evening hours. Encourage senior citizens and others who cannot come to the church to schedule a time they wish to commit to pray at home for the renewal of the church.

Checklist for Prayer Group

- Work with the pastor, the Spiritual Growth group and the general chairperson to determine if a prayer seminar will be planned for renewal preparation.**
- Plan and encourage special prayer groups to pray for renewal in the church**
- Sunday School classes**

- ___ **Men's Prayer group**
- ___ **Women's Prayer group**
- ___ **Youth Prayer group**
- ___ **Home Prayer meetings**
- ___ **Small groups forming after worship times**
- ___ **Deacons praying for a number of church members and the unsaved**
- ___ **Staff members praying for specific deacons and families**
- ___ **Individual members praying for a designated team member**
- ___ **Design a Prayer Reminder Card to be given to each church family. Plan how to distribute these. A sample is provided in the Church Renewal Manual.**
- ___ **Develop a prayer list with the needs and burdens of the church family. Reprint it for distribution to willing intercessors and team members, and for use in the prayer vigil.**
- ___ **Work with the pastor, the Spiritual Growth group and the Attendance group in deciding how "Acts in Prayer" will be distributed.**
- ___ **Included in pastor's letter to members**
- ___ **Deacons deliver personally**
- ___ **Attendance Group deliver personally**
- ___ **Taught in Sunday School, using Spiritual Growth group as teachers**
- ___ **Taught by pastor on Wednesday evenings**
- ___ **Make preparations for the 24-hour prayer vigil to be at the church the day receding the Weekend.**
- ___ **Publicize the event and encourage participation.**
- ___ **Plan a method for participants to sign up.**
- ___ **Secure needed printed materials**
- ___ **Prayer list and Bibles**
- ___ **Plan the location for the vigil and notify the participants.**

EXHIBIT 13C

HOUSING GROUP RESPONSIBILITIES

The Housing Group must be flexible. Last-minute changes are quite common. Frequently, some team members find they will be unable to attend. Often that coordinator will secure others to take their places. As people agree to open their homes and team members are assigned, advise the hosts that changes could occur. This will reduce disappointment when changes are necessary.

The church office will receive a reply to the invitation from the team members. Someone in this group needs to check periodically with the office or person who receives the mail or email. Copies of the reply cards and/or reply emails should be made and sent to the Housing Group as they are received. Housing assignments should be made as soon as team members confirm their intent to attend the LRW. (See Exhibit 5 for a sample reply card and Exhibit 5A for a sample email invitation reply)

The team member will indicate on the reply card or reply email the number of people in their family who will be attending, if their children will be with them include the age and sex of each child. Youth team members often accompany their parents. Because Lay Renewal is a ministry to the whole family, many families serve on teams together. Youth team members (age 13 and up) should be placed in homes where other young people live.

All team members are encouraged to stay in church member's homes. However, some may decide to stay in their own homes. If so, the card or email will indicate that no housing is required.

Team members will not expect to be entertained by their hosts although fellowship and sharing are a primary objective. Often lasting friendships have blossomed from the brief weekend encounter of host and guest.

The host family will provide a simple breakfast on Saturday and Sunday mornings. If possible, the host families should write their respective guests prior the weekend, welcoming them to their home. This welcome note should include their phone number which team members can leave with their own families in case of an emergency.

If a team member does not have a car, the host maybe asked to provide transportation especially if team members come by plane or ride with another team member. Youth team members do not always have transportation.

The Housing Group should secure a few "back-up homes" to be available in case of an emergency prevents a host from having a guest.

The team members will arrive at the church in the late afternoon on Friday of the LRW. They will accompany their host's home following the service on Friday night. If a host is unable to attend the Friday night activities, arrangements should be made for someone else to escort the guest to the home.

The Housing Group may devise a list of church members which they believe could be encouraged by having a team member stay in their homes. These could be telephoned before the more active members are called. In large churches where many team members are involved the group may decide to insert a sheet in the Sunday Bulletin asking for members to volunteer their homes. This insert could have options to check showing whether a host prefers a couple, a single adult male or female or male teenagers. If such an insert is planned, consult the Coffee Hostess Group to see if they would like to include space for those who would volunteer their homes for a Saturday morning Coffee.

The Housing Group should plan a method for paring hosts and team members on Friday evening with the least amount of confusion. IF hosts write a welcome note to team members in advance this allows them to meet on Friday evening during the sessions. However, this will not solve the problem of matching everyone.

Several suggestions are made as to how this matching procedure may be accomplished; the Housing Group may decide to employ or several of these ideas:

- 1. Print copies of the list of hosts and their guest and include a copy in each welcome packet for the team members. Even if such a list is not given to each team member, be sure a copy of housing assignments is given to the General Chairperson.**
- 2. The Welcome Group will have a name tag ready for each team member which will be included in the Welcome Packet. The appropriate host name could be written on the back of the nametags. (These are plastic pin-on tags with a card inserted.)**
- 3. For large churches where large teams are necessary, this suggestion has worked very well: assign each host home a number, advising them of the number. Write the number on the appropriate team members welcome packet. Or, write the number on the back of the name tag. Post corresponding number in sequence at the back of the worship center or in a hallway. At the close of Friday evening service, both team members and hosts are instructed to go and stand under their assigned number.**

Whatever method the Housing Group decides to use, they should advise the General Chairperson who will then inform the Coordinator. The General Chairperson or the Coordinator should instruct the team member on Friday afternoon and make a proper announcement at the close of the Friday evening session.

The Coordinator will advise the General Chairperson of any changes in the team as soon as possible. Someone in the Housing Group should stay contact with the General Chairperson or Coordinator during the Friday dinner and small group sessions in the event any last-minute changes in housing arrangements are needed.

Check List for Housing Group

- ___ Arrange a method for the Housing Group to know the team members as they reply yes to the churches invitation to be present.
 - ___ Try first to place team members in homes of the less-active church members.
 - ___ Secure homes for all team members as notices are received. (Note those who indicate housing is not needed.)
 - ___ Advise host of team member's plan to bring children.
 - ___ Try to assign youth team members to homes where young people about the same age live.
 - ___ Advise hosts to plan for two breakfasts only, and note that sometimes changes occur at the last minute.
 - ___ Ask hosts to write as short note of welcome to their guest,. and to advise them of their phone number.
 - ___ Secure a few extra homes to be on standby in case of an illness or other emergency in a host home.
 - ___ Determine if an insert in the Sunday Bulletin would be helpful in securing necessary homes. (Check with Coffee Group for their needs, should this method be used to secure Coffee Hostesses.)
 - ___ Plan the method(s) which will be used to match Hosts and Guests on Friday evening. Some of the options are:
 - ___ a. List of hosts/guests included in welcome packet
 - ___ b. Host's name on the back of the team member's name tag.
 - ___ c. Assignment number noted on welcome packet or on the back of their name tag. (Show Housing Number, so it will not be confused with the team member's small group numbers.)
 - ___ d. At the conclusion of Friday's Session, ask for team members who have not met their host to stand Housing and give their names. The Host family then stands.
- OR**
- ___ e. Post housing assignment numbers in sequence in an appropriate place in the church for matching.
 - ___ f. Advise the General Chairperson of the plan chosen so the team can be notified.
 - ___ g. Stay in contact with the General Chairperson or the Coordinator on Friday evening to make any necessary last-minute changes.

EXHIBIT 13D

WELCOME AND TRANSPORTATION GROUP RESPONSIBILITIES

This group is responsible for preparing a welcome packet for the visiting team members. This packet will contain:

1. A name tag. It is recommended that a plastic, pin-on type with a card inserted be furnished. Team Member's names should be printed large enough to read at about six feet away.
2. Team member's instructions. The coordinator will advise the church which pieces need to be printed.
3. Housing assignments consult the Housing group to determine their plans for advising the team members of the host homes where they are assigned.
4. In large churches, a floor plan of the church would be very helpful. In some cases, this might be planned to show small group locations. The welcome packets should be available outside the room in which the team members will gather as they arrive on Friday afternoon between 4:30 and 6 p.m. Since many team members drive great distances, a cup of coffee or other beverage might be welcomed. A member of the group should be present at the welcome table to assist team members as they arrive.

There should be a sign to indicate where the team meeting room is located. Such a sign, or signs, should be posted at the most-used entrances to the church.

One of the most important tasks of the Welcome and Transportation group is to staff a greeting table for the local membership as they arrive for the Friday night session and again on Saturday night. Each person will need a name tag as they enter. On Friday night, this should be done as they enter for the fellowship dinner. Another table of welcome should be planned outside the meeting room to give a name tag to anyone who did not attend the dinner. New name tags may be given on Saturday evening as the members arrive for that evening session. In addition, extra name tags should be available in the team meeting room on Saturday evening as they can be taken to coffees. The stick-on tags work well for these times.

In a large church, the name tags can be numbered and used to automatically form the small groups for adults for Friday and Saturday nights. The system works very well if everyone who staffs the welcome tables clearly understands the procedure to be used.

The Welcome and Transportation group will work with the Coffee Hostess group in planning for a driver who will be responsible for transporting the team members from the church to a coffee on Saturday morning. The coffee host may be the most logical person. If this is not a possibility, arrangements need to be made in advance for someone to be responsible.

The coffee hostesses will be given lists of church members to invite to their homes on Saturday morning of the Weekend. As they receive positive replies to their invitation, they could ask someone who will likely be taking their children or teenagers to the church to be the driver for their team members.

The Welcome and Transportation group should keep a list of drivers, as they are secured by the coffee hostesses. It would be good if someone in the Welcome and Transportation group could remind the drivers by telephone, or card, that they are being counted on for this service. The driver should be told what time to be at the church and where the team members will be waiting.

Since the coffees are assigned a number, and the team members are assigned numbers, the driver could display the appropriate number on the car windshield. Or, a paper with the coffee number could be held up as the driver approaches the team member area. In large churches, it may be best for the drivers to line up in number sequence in a designated place to disperse the crowd quickly. Before driving team members to the coffee, the number and the coffee hostess's name should be verified. The Welcome and Transportation group should advise the drivers of the planned arrangements in advance.

Checklist for Welcome and Transportation Group

- ___ Determine if any team member will be coming by public transport and make arrangements to meet them.
- ___ Arrange to publicize a telephone number which should be called by anyone needing transportation during the Weekend.
- ___ Prepare welcome packets for the visiting team members.
- ___ Name tags (pin-on type). Use a different color tag than for church members.
- ___ Team member's instructions
- ___ Housing assignments
- ___ Floor plan of church if needed
- ___ Prepare a welcome table outside the team meeting room with welcome packets for distribution to team members as they arrive on Friday.
- ___ Make signs to advise the arriving team members where they will go for the team meeting.
- ___ Make plans for greeting the local church members as they arrive for Friday and Saturday evening sessions. Staff a welcome table at the fellowship dinner(s) and at the entry to the worship center.
- ___ Buy sufficient stick-on type name tags.
- ___ Work with the general chairperson to determine if the adult's name tags will need to include small group numbers.
- ___ Plan for drivers to transport team members from the church to a coffee on Saturday morning.

EXHIBIT 13E

ATTENDANCE GROUP RESPONSIBILITIES

There is no substitute for a person-to-person invitation. Personal contacts should be a high priority for the Attendance group. The church membership should be divided into groups to form the guest lists for the Saturday morning coffees. They will also work with the pastor and the Prayer group to assist in a personal distribution of “Acts in Prayer”

This grouping of the church membership should be done several weeks prior to the Weekend. Five weeks in advance will not be too soon. Talk to the pastor, other staff members and the general chairperson to obtain their ideas as to the most effective and logical way to group the membership. The purpose of this grouping is to provide each coffee host/hostess with 30 to 40 people to invite.

Divide the total adult membership of the church by 30 or 40 to determine the number of coffees to be planned. In compiling the coffee guest lists, consider the geographic locations of the membership as well as the ratio of active members to inactive members. The latter concern assures that each host/hostess will have some people in attendance.

The booklet, *Acts in Prayer* is provided by the Coordinator with the preparation materials for the Weekend. These can be ordered and distributed to every family in the membership. Several suggestions for this distribution are made: Mail them in one of the letters from the pastor; have the deacons deliver them with a personal invitation to attend the Weekend; use them in the adult and youth Sunday School for several weeks prior to the Weekend; or the pastor could teach the concepts during the Wednesday evening services prior to the Weekend.

An alternative would be for the Attendance group to decide they want to deliver the books, with a personal invitation to attend the Weekend. If the Attendance group should decide they wish to personally deliver *Acts in Prayer* they should recruit help for such a mammoth job. They could ask for volunteers, request help from the deacons who are available, find a captain for each subdivision where the membership lives or plan an outing with the youth to make the distribution.

It might be feasible for each Sunday School class to be given the challenge of distributing the booklets. The members in attendance could be given a booklet on a Sunday, with the absentees being visited during the following week and given the book and an invitation to attend the Weekend.

Whichever method for a visitation campaign is elected, have the Publicity group prepare a sheet to be delivered that gives information about the Weekend, as well as the schedule.

Checklist for the Attendance Group

- Consult with the pastor and others to determine the most effective way to group the membership for the coffees.**
- Divide the church membership into groups to form the guest lists for the coffees.**
- Consider the geographic locations in assigning groups.**
- Balance the ratio of active members and inactive members in each group.**
- Use existing groupings of the membership where feasible.**
- Deacon Family Ministry**
- Stewardship pledge routes**
- Sunday School classes or departments**
- Give the compiled guest lists to the Coffee Hostess group so that Hosts/Hostesses may be secured.**
- Be involved in the decision of how to distribute *Acts in Prayer***
- Mail with pastor's letter**
- Deacons distribute with invitation**
- Teach material in Sunday School**
- Attendance group deliver with invitation**
- Recruit help for visitation campaign**
- Arrange for Sunday School classes to distribute the booklets to absentees.**
- Work with the Publicity group to prepare a sheet of information and a schedule to be delivered at the same time.**

EXHIBIT 13F

COFFEE HOSTESS GROUP RESPONSIBILITIES

The Attendance group will divide the church membership into groups of 30 to 40 people several weeks prior to the Weekend. The Attendance group will give the Coffee Hostess group the guest lists as soon as they are compiled. Couples are then contacted to host and co-host the number of coffees recommended.

One host/hostess will provide the home while the other will assist in the preparation, invitations and the actual hosting at the coffee. Informality with light refreshments, paper cups, etc., should be stressed. The refreshments should be served as the guests arrive to allow the greatest amount of time for sharing. It would be best if the hostess could arrange the room so that everyone is in a circle. Advise the hosts of the schedule, usually from 10:00 a.m. until about 11:45 a.m.

When the Coffee Hostess group secures the co-hosts, they need to give each host the list of members who are to be invited to one of their homes on Saturday morning. Make sure they know they are responsible for personally inviting these members and prospects.

Personal invitations to the coffees may be by telephone, or by written invitation. Invitees who may need a ride to the coffee should be assured that arrangements will be made if their need is known. Another attendee might be asked to help out.

The coffee hosts should also be encouraged to invite their own friends and neighbors. As the guests are invited, they should make it clear that both men and women should come. If those invited have children or teenagers, they should be told about activities available for them during the Weekend.

The Coffee Hostess group should make a list of all hosts/co-hosts as soon as they have been secured. This list should be ready two weeks prior to the Weekend. One copy needs to be mailed to the coordinator and a copy given to the Publicity group so the coffees can be publicized as an important part of the Weekend.

Should this group have difficulty obtaining hosts/co-hosts, they may consider an insert in the Sunday bulletin asking for volunteers. Check with the Housing group to see if they also have needs for homes and let one insert serve both purposes.

Sometimes a hostess will become discouraged when she receives a lot of NO replies. Encourage her to go ahead and plan to have the coffee anyway. Some of the best coffee sharing groups have been very small ones.

Checklist for the Coffee Hostess Group

- _____ Secure guest lists which are to be compiled by the Attendance group.**
- _____ Contact couples from each list to secure co-hosts for each coffee.**
- _____ Advise the hosts of the schedule usually 10:00 a.m. until about 11:45 a.m.**
- _____ Advise hosts of their responsibilities.**
- _____ Personally invite every person on their prepared guest list. (They may telephone or mail an invitation.)**
- _____ Arrange for all the team to have transportation to and from the coffees in cooperation with the Transportation group.**
- _____ Ask hosts to plan for an informal gathering with disposable plates and cups and light refreshments or just beverages. Arrange the room so that chairs form a circle.**
- _____ Serve guests as soon as they arrive so that more time will be allowed for sharing.**
- _____ Invite other friends and neighbors. Both men and women should be encouraged to come.**
- _____ Make a list of the hosts/co-hosts with the proper address and give it to the general chairperson so that the coffees may be publicized.**
- _____ Determine if you need to plan an insert in the Sunday bulletin asking for volunteers. Check with the Housing group for their input, should this be needed.**
- _____ Encourage hostesses to keep planning should the response be poor.**

EXHIBIT 13G

CORRESPONDENCE GROUP RESPONSIBILITIES

The coordinator will furnish a list of team members to invite to the Weekend. This invitation should be in the form of a personal letter from the pastor. Two prepared postcards will be enclosed for the team member's reply. One card will be addressed to the church and one card will be addressed to the coordinator. Both cards should be pre-stamped. A number could be placed in the corner of each card to correspond with the number on the team list. This helps to eliminate guesswork when team members fail to sign their names when replying. Sample letters and response card are included in the Church Renewal Manual.

About twice as many team members as needed will be invited, to allow for those who will have to decline. The coordinator may submit a reserve list to be invited later should more team members be required. The team list will be made up of adult couples, single adults, and youth. Some coordinators will request that the team list be included in the invitation letter. This allows team members to secure transportation if needed.

The letter should include a brief statement, giving some insight into the background of the church, the reason the pastor feels a sense of importance about the Weekend and his expectations. The letter should ask the team member to seek the Lord's counsel in accepting and encouraging an early reply, whether affirmative or negative. Sometimes it is necessary to send a reminder letter or card to those team members who do not respond.

As the replies are received in the church's mail, the Correspondence group should set up a system to notify both the Housing group and the Welcome and Transportation group information about those who have accepted. The Housing group will need to know the approximate ages of adults, whether they are a couple or a single, and if they plan to bring their children. If children are coming, it would be helpful to know their sex and age. The Welcome and Transportation group will only need the team member's names to make a name tag and prepare a welcome packet. Copies of the response cards could be made and given to each group.

The Correspondence group should review the Plan Calendar to be sure that mailings to the congregation are sent at the right time. The pastor will write two letters encouraging the church family to be a part of the Weekend. The first letter is sent six weeks prior to the Weekend and the second three weeks prior to the Weekend. The latter one might include Acts in Prayer, should the pastor decide on this method of distribution. The general chairperson's letter to the congregation, including a schedule, should be sent two weeks prior to the Weekend.

The coordinator will advise the Correspondence group which team instruction pieces will be needed. These should be ready for the Welcome and Transportation group to include in the team member's welcome packets.

Certain pieces will be needed for each church member who participates in the Weekend, as well as the team. A schedule of the Weekend will be needed for each team member's welcome letter, so allow that number in addition to the ones prepared for the congregation. A supply of schedules should be available through the Weekend, perhaps on the welcome tables as the membership arrives for each session.

Activity sheets may be needed for some of the small group sessions. The coordinator will advise you of the pieces and numbers to be printed. In determining the number of church members likely to attend, you can usually anticipate about 50 percent of the normal Sunday School attendance.

In large churches, a floor plan of the church should be included in the team member's welcome packets. Sometimes the location of small groups could be included on this piece, and one provided for all the participants as well as team members. Check with the general chairperson about the need for this item.

Different groups will be designing sheets that will be used to accomplish their respective responsibilities. They may ask the Correspondence group to help duplicate enough for the Weekend. Some of these might be:

_____ Spiritual Growth group Commitment & Evaluation Form

_____ Prayer group The Prayer Meditation for Renewal, a prayer list of requests/needs, a prayer reminder card

_____ Housing group List of host homes & team members assigned

_____ Coffee Hostess group List of coffees & addresses

Two weeks before the Weekend, send a mail-out to the team members who have agreed to come. This should include a letter from the pastor thanking them for accepting, a map giving directions to the church, and a schedule for the Weekend, including the time and place for the Friday team meeting.

After the Weekend, one final mail-out to the team will be sent. This will be a letter from the pastor thanking the team members for their contribution to the Weekend and reporting specific results. This is usually a letter which rejoices in the things which the Lord has done and giving Him the praise and glory.

Church secretaries are included in the Correspondence group for obvious reasons. They are familiar with the materials available and with the equipment needed. However, most church secretaries have more than they can do already. Other skilled typists should be secured for this group, with the secretary serving as a resource person only.

Checklist for the Correspondence Group

- ___ Follow the Plan Calendar to send out mailings to team members and the church family.
- ___ Invitation letter from the pastor to the team members with two response cards Week 7
- ___ Letter No. 1 from the pastor to church family Week 6
- ___ Letter No. 2 from the pastor to church family Week 3
- ___ Letter No. 3 from the general chairperson to church family including a schedule of the Weekend Week 2
- ___ Welcome letter to the team members who accepted the invitation, with a map and a schedule Week 2
- ___ Letter from the pastor to the team members sharing his thanks and reporting results After the Weekend
- ___ Receive the reply cards from the invited team members and advise the Housing group and the Welcome & Transportation group of the acceptances.

Print materials as requested by the coordinator.

- ___ Team member instructions
- ___ Activity sheets requested by the coordinator
- ___ Print materials for general use in the Weekend.
- ___ Floor plan of the church if needed
- ___ Schedule of the Weekend
- ___ Song sheets
- ___ Print materials as requested by other groups.
- ___ Commitment & Evaluation Form (Spiritual Growth group)
- ___ Prayer Meditation for Renewal (Prayer group)
- ___ Prayer list of requests/needs (Prayer group)
- ___ Prayer reminder card (Prayer group)
- ___ List of housing assignments (Welcome & Transportation group)
- ___ List of coffees with addresses (Welcome & Transportation group)
- ___ Special publicity pieces (general chairperson)
- ___ Check with the general chairperson to verify the need for each piece of material, the date needed and the number needed.

EXHIBIT 13H

PUBLICITY GROUP RESPONSIBILITIES

The Publicity Group should plan for an effective ADVERTISING CAMPAIGN. This campaign should include both visual and audio schemes. Use the normal church mail-outs and bulletins to announce the weekend. Inform the church body of the schedule. Plan exciting, creative ways to highlight this special weekend.

Posters, banners, signs, etc. should be placed prominently around the church. The youth may be encouraged to help make these items as a contest. (see Exhibit 8 for some poster ideas.)

SPOT ANNOUNCEMENTS should be arranged for several Sundays prior to the LRW in the Sunday School departments and the worship services. Plan a THEME, dress up like a well-known personality, prepare a funny skit, monologue or dialogue, anything which will get people's attention and help them realize the LRW is going to be SOMETHING!

Publicity outside the church may also be planned. Place an announcement in an area newspaper, ask local merchants to display an advertisement piece, or have the LRW announced over local Christian radio stations.

The most often-asked question prior to the LRW will be, WHAT IS A LAY RENWAL WEEKEND? Try to convey the idea that laypeople, just like church members, will be coming to share their own spiritual journeys with the church. It will not be a weekend of preaching, or study, but a time of relaxation through which God will speak. Stress that the weekend will be enjoyable and spiritually rewarding.

Have visiting laypeople give their testimonies in worship service prior to the LRW. Through these testimonies the church members will know what to expect during the LRW. They will see how the Lord will work to deepen many Christian's commitment. The Coordinator can help arrange for people who have experienced renewal to share testimony.

The last Sunday prior to the LRW, it would be well for one of the persons in the preparation groups to give a testimony. This could be very meaningful as his/her expectations for church renewal are shared honestly.

Checklist for the Publicity Group

___ **Encourage the entire church family (adults, senior adults, youth and children) to participate in the LRW.**

___ **Work with the other groups to design or distribute materials which publicizes the LRW.**

___ **a. Prayer Group's tabletop prayer reminders cards (Exhibit 14)**

___ **b. Attendance Group's publicity piece**

Plan an ADVERTISING CAMPAIGN which be exciting and motivating.

___ **a. Church Bulletins**

___ **b. Church Newsletters**

___ **c. Posters, Banners, Signs**

___ **d. Creative verbal announcements in Sunday School and worship services**

___ **Try to convey to the membership that the Weekend will be both enjoyable and spiritual rewarding.**

___ **Feature testimonies in the worship services**

___ **a. visiting laypeople**

___ **b. A person involved in one of the preparation groups**

EXHIBIT 13I

LITERATURE GROUP RESPONSIBILITIES

Making books available to growing people is a significant ministry. The BOOK TABLE should be set up in a conspicuous place for several Sundays before and after the Lay Renewal Weekend. Sample of books may be ordered through your local LIFEWAY Christian Book Store, or through the National Lifeway Customer Service Catalog Store at 800 233-1123, or online at www.lifewaystores.com

Lifeway says the best way to handle the book table is to order only a few samples of the book you want to display and have an order form on your book table with the books listed with prices for people to sign and pay for the books they desire. You can order the books using your church Lifeway account, keeping your receipt to return any of the samples you do not sell. If you have a church library, you may want to check and see if any extra books not sold could be added to your church library and make it known to church members that they are available to check out.

One copy of the ON MISSION magazine is provided free for each of the 13 Preparation Group Chairperson's and the General Chairperson. This helps to stimulate interest in missions and ministry. These can be ordered from the North American Mission Board at 1 800 634-2462 ext 6394

The Literature Group need not miss any of the sessions of the Lay Renewal Weekend in order to staff the Book Table. Books can be priced with stick-on labels or other means. Provide a pad of paper for the people to write down the book they wish to purchase, and a place to leave checks or payment for the books. If additional copies of one title are needed, these may be secured from the Supplier.

Checklist for the Literature Group

- Order desired books. Check with pastor and staff and Associational Director of Missions for recent released books**
- Supervise the Book Table**
 - a. Set up Book Table several weeks before and after the Lay Renewal Weekend**
 - b. Price books in an obvious way**
 - c. Plan a procedure where books are left on the Honor System to allow Literature Group members to attend all the sessions of the LRW**
- Consider the possibility of having a permanent Book Table**
- Work with the Spiritual Growth Group to utilize the books in encouraging the membership to develop a personal devotional time**
- Place unsold books in the church library after the weekend, or return them for credit**
- Send payment for all books sold to book supplier**
- Distribute the complimentary copies of the ON MISSION magazine to the 13 Preparation Group Chairpersons**

EXHIBIT 13J

YOUTH GROUP RESPONSIBILITIES

The youth will attend the general sessions with the adults and children, but they will be dismissed for a youth-led assembly and youth-led small groups both Friday evening and Saturday evening. On Saturday morning, while the adults attend the coffees, the youth will gather for a youth outing and will participate in their own small groups. It is a time of recreation, followed by a cook-out lunch. During the Sunday School time, the youth team again leads in the youth department.

The church adult leadership who work with youth should not plan to stay with the youth during the LRW, unless requested. If the local church leadership is hesitant to follow this recommendation, a short visit with the visiting Youth Coordinator will usually alleviate all fears.

It is recommended that the Saturday morning outing, recreation time and lunch be held at a location away from the church. Sometimes a church member with a home site will invite the youth. Public parks can be used if not too crowded. Consider a place that will allow some outside activities. Arrange to take some sports equipment along. Small groups maybe held outside as well.

It is the responsibility of the Youth Group to select the location, and secure all food and drinks for this outing. Something simple to prepare should be planned. The youth could be instructed to bring their own lunches. Or, perhaps outdoor grills could be set up to cook. Alternative suggestions might include eating at a nearby pizza restaurant, fast food outlet or other local facility. Plan according to weather. Have an alternate plan in case of bad weather.

It may be necessary for one or two adults to accompany the youth on Saturday morning outing, to drive a church vehicle, etc. They may find it best to remain with the youth during this time. If so, they could help prepare for the lunch. However, they should not be a part of a sharing group.

The youth should also be encouraged to be a part of the preparation for the LRW. Youth should be asked to make posters and signs, maybe with a BEST POSTER CONTEST. Youth can help with the visitation campaign. They should participate in the Prayer Groups, perhaps forming one just for the youth. The Youth should be a part of the 24 Hour Prayer Vigil and be involved in the Spiritual Growth Group, Housing Group, Food Group, Correspondence Group, Youth Group, Welcome & Transportation Group.

Challenge them to outdo the Adults in signing up for preparation groups. The youth group members should contact the other preparation groups chairpersons and remind them to invite youth to help in their work.

The Youth Group should check on the school activity calendars which effect the youth in the church. Often an important football game, a band contest, or other scheduled events are overlooked when putting a LRW on the church calendar. If there serious conflicts, discuss these problems with the pastor or General Chairperson to see if alternative plans should be made. Sometimes planning an after-game fellowship is all that is necessary to keep the youth involved in the LRW.

CHECKLIST FOR THE YOUTH GROUP

- ___ **Encourage the youth of the church to participate in the Lay Renewal Weekend**
 - ___ **a. Stress that leadership for the weekend will be by visiting youth and a Youth Coordinator**
 - ___ **b. Announce the separate activities planned for the youth on Saturday**
 - ___ **c. Place posters aimed at the youth activities in their Sunday School department**

- ___ **Involved the youth in preparation groups for the LRW**
 - a. Contact other preparation group chairpersons to get the youth involved in the preparation**

- ___ **Plan and prepare for the Saturday morning youth outing**
 - ___ **a. Select locations for the youth outing and small groups (10:00 to 11:30am)**
 - ___ **b. Select location for the recreation and picnic / cookout (noon to 2:00pm)**
 - ___ **c. Both of the locations may be at the same place**
 - ___ **d. Arrange for some outside activities (football, softball, other sports equipment)**
 - ___ **e. Secure all food and drinks for this group or make arrangements at a local restaurant.**

Check with the Food Group

- ___ **f. Plan for transportation to and from site**
- ___ **g. Enlist some to help Publicity Group in making posters**
- ___ **h. Have the Publicity Group use some youth in their Publicity skits, etc.**
- ___ **i. If a visitation campaign is planned, encourage youth to help**
- ___ **j. Check regarding youth participation on other key committees and groups**
- ___ **k. Provide key information about the youth group size, make-up, special problems or challenges, etc. to the visiting Youth Coordinator**

EXHIBIT 13K

CHILDREN'S GROUP RESPONSIBILITIES

Grades 1-6

The Children's Group will need to decide where the children will meet for the LRW. If possible, this location should be away from the adults and youth small groups so that noise is not a hindrance. The room(s) should be stocked with the normal materials such as crayons, pencils, paper, scissors and glue. Check with the Children's Coordinator to see if additional supplies are needed.

Plans for the children's lunch time on Saturday need to be made, and instructions given to the Publicity Group. Sometimes the children bring a lunch, and other times they eat with their parents following the coffees. Sometimes the Food Group plans a special menu for them, having a table set with children's fare: chips, sandwiches, kool-aid and cookies or cupcakes. Since Saturday's sessions are so long, it is good to have the children join the adults for the lunch time, allowing the children's workers to have a break, too.

Considering the size of the church, a decision should be made in advance of the LRW about the children's division Sunday School time. Sometimes the visiting Children's Coordinator will be able to handle the Sunday School time as well as the Friday and Saturday sessions. In other situations, the regular teacher and workers will be responsible for the Sunday School hour. If the church has a Children's Church, they will need to use the regular workers. The regular church workers and the Visiting Children Coordinator should be advised of the plans and what will be expected of them at least one month before the LRW.

One very important consideration needs to be understood between the Visiting Children's Coordinator and the Church's Children Group and Nursery Group. The visiting Children's Coordinator and team will plan activities, crafts and Bible studies for children with skills and abilities of at least first graders. (If the six graders are put with the youth because other church programs are structured that way, sometime churches will put their K5 to 5th graders in the Children Group).

However, UNDER NO EXCEPTION should children below the K5 level be placed in the Children's Group. The lesson plans, crafts and Bible studies planned by the visiting children's team cannot be done by children younger than K5. Placing Nursery age children in the Children's group is unfair to the other children and especially the visiting Children's Coordinator and team.

This notice has been added to this manual because of the frustration reported by Children's Coordinators who have had this happen to them at the last minute on Renewal Weekends. This causes them to have to abandon their prepared lessons and crafts and spend all their time helping nursery age children who are not able to do the crafts and Bible studies. Parents should be told and explained about this before the Weekend so they will understand why this cannot be done.

It is the responsibility of the Church's Chairperson of the Children Group and the Nursery Group to see that this does not happen.

CHECKLIST FOR THE CHILDREN'S GROUP

___ Advise the Visiting Children's Coordinator the grades that are included in the church's children division

This can be done by having the Children's Group complete the Children Questionnaire (Exhibit 19A) and sending to the Visiting Children's Coordinator.

___ Contact the Visiting Children's Coordinator and discuss the plans for the children.

___ a. Who will be responsible for the children's Sunday School?

___ b. Who will be responsible for Children's Church or Children's time during the worship service?

___ c. Where will the Children eat lunch on Saturday (Check with Food Group for time and place)

___ Which rooms will children have for their activities?

___ Can children activities be separate from adult and youth small groups?

___ Provide Children with refreshments for break

___ Provide Children Workers with break area and refreshments

___ Have craft supplies ready as need and requested by Visiting Children's Coordinator

___ Prepare a count for Visiting Children's Coordinator of expected Children's attendance and according to school grades

___ What grades will be included in Children's group? If 6th graders are included in the youth, will K5 be brought up to the children group?

___ Explain to parents that kids K4 and below must be placed in the Nursery. No Exceptions.

EXHIBIT 13L

NURSERY (Pre-School) GROUP RESPONSIBILITIES

Persons teaching in the nursery should be told that the sessions may be longer than usual. The parents of small children should also be alerted, so that adequate supplies are brought for infants. Friday night's session should be finished around 9:30pm; Saturday's ladies' and men's meetings should be finished at 2:00pm. Saturday night's session often lasts until 9:45 or 10pm. Sunday morning's service could last a half hour longer than usual and the Sunday night Evaluation Service is often a long service.

Consult the schedule to determine the time the nursery should open for each session. See the team response cards or the email replies to note the visiting team members who may be bringing very small children and would need the nursery.

The Nursery Group may find that a neighboring church would be willing to trade some volunteer workers. They may have an event on their calendar for which they will need nursery helpers and would be willing to help during the LRW in return for help for their church later. Another source of help could be a local Baptist Student Union (BSU) group. They could be secured as paid workers or they may agree to serve in return for a love offering toward their own summer mission project.

The Nursery Group should definitely try to find workers from a source other than form among those who would participate in the Weekend.

Work with the staff person who is in charge of the nursery to formulate plans. Advise the parents of nursery-age children of the child care plans. Usually this advice can be included in the letter to the congregation from the General Chairperson which includes the schedule. A note about nursery hours and needed instructions might be included at the bottom of the schedule for the Weekend.

Decide if the parents will keep the children with them during the fellowship meal(s). Make a decision about the lunch time for these children on Saturday. Will they bring a lunch with them? Will they eat with their parents? Might the workers need a lunch break themselves? Should the Food Group prepare a table of food which appeals to the small ones? These decisions need to be shared with the parents.

Activities should be planned which would provide a learning and fun situation for the older nursery-age children. This weekend should be more than a baby-sitting session for them. Even if volunteer workers are used, the Nursery Group could plan a curriculum to be followed, and have the necessary materials available. The children will be much happier when something has been planned for them, and this will encourage their parents to attend the entire weekend.

Parents should be told that Nursery age children include those from infants to K5

CHECK LIST FOR THE NURSERY (PRE-SCHOOL) GROUP

_____ **Plan to provide a nursery for small children (below grades 1) for each of the sessions of the LRW.**

_____ **Determine the hours the nursery would be open.**

_____ **Publicize the schedule and any necessary instructions for parents.**

_____ **Will the Children eat with their parents during the fellowship meals?**

_____ **Should infants and toddlers be fed before arrival?**

_____ **Secure outside help for the nursery.**

- a. **Volunteers from another church?**
- b. **Baptist Student Union Students?**
- c. **Paid workers who would not want to attend the LRW**

_____ **Advise workers of the possibility of longer hours**

_____ **Decide about the Saturday lunch time for the nursery-age children.**

- _____ a. **Will the children need to bring a lunch?**
- _____ b. **Will children be released to eat with their parents?**
- _____ c. **Will a special menu be provided during the church-wide luncheon?**
- _____ d. **Advise parents of the plans**

_____ **Plan for specific learning and fun-filled activities for the older nursery-age children.**

- _____ a. **Provide a planned curriculum or list of activities.**
- _____ b. **Provide necessary materials, pictures, records, etc.**
- _____ c. **Will they watch a children's film planned for the school-age children?**

EXHIBIT 13M

FOOD GROUP RESPONSIBILITIES

MEALS PROVIDED BY THE CHURCH ARE:

A Fellowship Dinner on Friday Night

This dinner should be planned for the entire church family and the team. Having a Dinner usually insures the Friday session will be well attended. The Food Group may want to place a theme for the Friday and Saturday evening meals to gain attention and appeal to more people. These ideas should be shared with the Publicity Group.

The most common and most preferred approach is the Covered Dish dinner where different members bring different dishes. If a strategy is planned, advise the membership through the mail-outs and bulletins how much or what they should bring. Be clear in giving instructions. For example, state one meat or casserole, one vegetable or salad and one dessert. The church would provide the drinks or have someone to bring tea. Remind them to bring extra for the visiting team.

Some larger churches have decided to cater the fellowship meal(s) and charge the local members for their meals. Another approach, which works well in shortening the serving time, is to plan a set menu and advise the congregation what to bring. If each serving table had fried chicken, green bean casserole, potato salad and banana pudding (for example) the time-consuming decisions would be eliminated.

The Food Group should make arrangements to have sufficient serving lines to accommodate the crowd as quickly as possible. Likewise, arrange for an efficient method of cleanup. People could be encouraged to bring throwaway dishes or to put leftover in their cars after the meal. The Food Group should manage the dinner so a minimum of cleanup is needed.

A nearby church which has had a Lay Renewal Weekend would likely enjoy doing the cleanup as a service. All adults should attend the small group sessions

Saturday Noon Luncheons

The Food Group has several options in planning for the lunchtime on Saturday. This can be a meal at the church or at another location following the coffees for all adults and children. (The youth will have a planned outing.) Or, there can be separate luncheons planned for the men, and the ladies and the children. One of the spiritual highpoints of the LRW is the meetings for the Ladies and Men which follow the luncheon. The Food Group should arrange the luncheon plans that will best encourage participation by the church family.

Sometimes the Food Group elects to GO ALL OUT with these luncheons with a theme, advertising, decorations and a special menu. Sometimes that luncheon is held at a public place. For instance, the men's luncheon might be at a cafeteria that has a private dining room where the sharing meeting that follows can be undisturbed. The Ladies might have a special salad luncheon or something similar at the church.

Other times, the Food Group decides that a LOW KEY approach is better, with all the adults simply gathering at the church following the coffees. Each family could be instructed to bring a salad or a few sandwiches and the church could provide the drinks and a dessert.

Another plan would be to provide the materials to make sandwiches on several tables, and everyone could build their own sandwich.

Whether the choice is made to plan BIG or SMALL, the Food Group should try not to involve a lot of people in preparations on Saturday morning which would cause them to miss the coffees or the meetings which follow the luncheons.

Both the Children's Group and the Nursery Group will be checking with the Food Group about the Saturday lunch time. If plans can be made to allow the children to have lunch with their parents on Saturday, the workers in these groups can enjoy a well-deserved break.

A special serving table (for children only) could be set up with food that appeals to the younger set. Children could bring their own lunch in a bag, and eat with their parents. Plans should be publicized so parents can plan ahead.

Saturday Evening Dinner

Plans could follow the Friday night Fellowship Dinner. Some churches provide one meal and have the members bring a COVERED DISH meal for the other evening. Still others have a meal provided for the team members only on Saturday evening: with the local church members coming later for dessert and coffee, or coming only for the evening session. Variety is good.

Sunday Lunch

Provide a light lunch for the team members immediately following the morning worship hour. This could simply be prepared sandwiches or something else easy to fix. Again, it is stressed that the Food Group should be involved in the Sunday School and Worship Service and not worry about physical food.

Some times a Food Group decides to plan another church-wide meal for Sunday. Or, they may wish to provide for the team members and all the Preparation Groups, or the team members and the host families. Again these are options that maybe elected.

Checklist For The Food Group

_____ **Plan for all members of the Food Group to be able to participate in each session of the Lay Renewal Weekend.**

_____ **Coordinate plans for four meals during the weekend for the team members and/or church family.**

Friday night

_____ **a. Team members**

_____ **b. Church Family**

Saturday Noon

_____ **a. All adults and children**

_____ **b. Ladies and Men's luncheons separate**

_____ **c. Children bring a lunch**

Saturday Night

_____ **a. Team members**

_____ **b. Church Family**

_____ **c. Church Family comes for desserts**

Sunday Noon

_____ **a. Team members**

_____ **b. Church members**

_____ **c. Preparation Groups and families**

_____ **d. Host Families**

_____ **Plan a theme for Friday night to promote attendance.**

_____ **Decide format for each meal.**

Covered Dish meal

_____ a. **Advise membership how much and what to bring**

_____ b. **Catered meal**

_____ c. **Planned Menu**

_____ **Secure paper plates, cups, napkins, throw-away eating utensils, etc in sufficient quantities.**

_____ **Plan sufficient serving lines to accommodate crowd quickly.**

_____ **Plan sufficient clean-up areas.**

_____ **Secure additional help for the clean up time**

_____ **Secure outside help for the kitchen.**

_____ **Plan for the drinks for each meal.**

_____ **Secure tables from Sunday School departments or borrow as needed from another church.**

_____ **Give the Publicity group information about each meal, needs, times, etc.**

_____ **Work with the Children's Group and the Nursery Group to decide how to handle the lunchtime for the youngsters on Sunday.**

_____ **Check with the Attendance Group for the number of people expected at the meals.**

_____ **Some kind of "reservation" list may be planned so that plans may be made.**

SENIOR'S GROUP

1. Contact the senior members of the church by phone call or a letter, and make sure they know that the LRW is for them also.
2. Plan several Cottage Prayer Meetings in the homes of senior church members during the preparation time for the LRW, and make the seniors aware of what the LRW is about. These "in homes" Cottage Prayer Meetings should be led by senior prayer warriors if possible following this schedule; 1/3 of the meeting for devotions, 1/3 of the meeting for prayer, and 1/3 of the meeting deciding the best ways to get all senior church members to attend the LRW
3. Have a senior to make announcements in the Senior's Sunday School Class about the LRW
4. Encourage the seniors to participate in the 24 hour prayer vigil. If they are not able to come to the church, they can sign up for a specific hour of prayer at their home.
5. The seniors may want to have their on Senior Pray Vigil, and have as many senior signed up for as many one hour time slots as possible to pray through the One Hour Alone with God, Prayer Study Guide
6. They should be given copies of the 24 hour Prayer Study, same as those which will be used by those coming to the church for the Prayer Vigil.
7. Work with the Transportation Group to see if transportation for seniors could be lined up for Friday night and Saturday night of the LRW. Find out how many seniors would attend if transportation was available.
8. During the Saturday night Family Prayer time, have several seniors lined up to make sure that all seniors who do not have family members attending that night are invited to join in a Senior's Family Prayer Group.
9. Encourage Seniors to house a visiting team member during the LRW
10. Encourage several senior church members to host a Saturday morning Coffee and invite other senior members to attend that coffee. Help with Transportation when needed.
11. Have a several senior members of the church to give a testimony during the Sunday Morning Worship Service about their daily devotions or about their personal ministry.
12. Encourage senior church members to serve on other Preparation Group for the LRW.

Exhibit 13 - O Facilities Group

Set up and have the following rooms ready for the weekend.

Team Meeting Room (Have ready for Friday 5:00pm Team meeting)

- Large Meeting Room with enough chairs for the entire visiting team and the Pastor and the Home General Chairperson
- Room or place for setting snacks, soft drinks and coffee (refreshments and coffee by Welcoming Group)

Fellowship Hall

- Facility for serving Friday night, Saturday luncheon(s), Saturday Dinner, Sunday lunch
 - Room for Men's and Women's meetings after Lunch(sound systems if needed)
 - Ladies meeting area may need sound system (sanctuary?)
 - Men's meeting area may need video projector and sound (Fellowship Hall?)
 - (Audio support may be required)
- Coordinate with Food Service Team

Sanctuary

- Sound Technician with microphones
 - Pulpit
 - Cordless(if available)
 - Lavalier for speaker (if required)
 - Cassette and CD Player
- Lighting Technician
- Projection Technician (if available)
 - LCD Projector and Screen
 - Power-strip and drop-cords

Small Group Meeting

- Place numbers at doors of small group meeting rooms.
- Separate Small Groups from Youth, and Children as much as possible)
- 10-12 Chairs per Room arranged in a circle

Youth Meeting Room

- Large Open-Space (Separate Small Groups, Youth, and Children as much as possible)
- Chairs on the perimeter
- Other, As requested by Visiting Youth Coordinator

Children's Meeting Room

- Large Open-Space (Separate Small Groups, Youth, and Children as much as possible)
- Chairs on the perimeter
- Table Space for crafts and snacks
- VHS/DVD Player with TV or LCD projector w/ Projection Screen may be helpful
- Other
 - Power strips and drop cords as requested by Visiting Children's Coordinator

EXHIBIT 14A PRAYER COMMITMENT FORM

TO HELP MAKE (CHURCH NAME) A "HOUSE OF PRAYER" (MATTHEW 21:31),
I WILL BE IN THE PRAYER ROOM PRAYING.....

WRITE IN THE SPACE BELOW YOUR 1ST, 2ND, AND 3RD CHOICE FOR THE DAY AND PRAYER TIME FOR DAY AND PRAYER TIME YOU DESIRE

TIME	DAY	CHOICE	TIME	DAY	CHOICE	TIME	DAY	CHOICE	TIME	DAY	CHOICE
MID- 1am	_____	_____	6am-7am	_____	_____	noon-1pm	_____	_____	6pm-7pm	_____	_____
1am-2am	_____	_____	7am-8am	_____	_____	1pm-2pm	_____	_____	7pm-8-pm	_____	_____
2am-3am	_____	_____	8am-9am	_____	_____	2pm-3pm	_____	_____	8pm-9pm	_____	_____
3am-4am	_____	_____	9am-10am	_____	_____	3pm-4pm	_____	_____	9pm-10pm	_____	_____
4am-5am	_____	_____	10am-11-am	_____	_____	4pm-5pm	_____	_____	10pm-11pm	_____	_____
5am-6am	_____	_____	11am-noon	_____	_____	5pm-6pm	_____	_____	11pm-12am	_____	_____

MY COMMITMENT = _____ 30 MINUTES _____ 60 MINUTES THIS IS A SIX MONTH COMMITMENT

YOUR NAME _____ EMAIL ADDRESS _____

HOME PHONE _____ DATE _____

EXHIBIT 14B

TABLE TOP PRAYER REMINDER CARD

BE OPEN TO GOD, BE OPEN TO OTHERS

- TESTIMONIES
- MUSIC
- SHARING
- FELLOWSHIP

Separate activities for adults and youth
Nursery and children's activities all week

Pray every day for what the Holy Spirit might do during our Lay Renewal Weekend

LAY RENEWAL WEEKEND

1. Your prayers, attendance and support
 2. Food: Two church-wide meals, Friday at 6:30pm & Saturday at 6:00pm
 3. Homes: for visiting team members (call church)
 4. Homes: for Coffees on Saturday morning
 5. Inactive church families: Families who have visited our church who can be a part of this weekend.
 6. Your presence: in the 24 Hour Prayer Vigil at the church, Thursday prior to Weekend.
-



Registration Form For

Church Renewal Journey Weekends

PASTOR'S NAME _____ CHURCH PHONE _____

NAME OF CHURCH _____

CHURCH ADDRESS _____

CITY / STATE / ZIP _____

ASSOCIATION _____ NAME OF STATE CONVENTION _____

RESIDENT MEMBERSHIP _____ NUMBER OF CHURCH FAMILIES _____

AVERAGE SUNDAY SCHOOL ATTENDANCE :

ADULTS _____ YOUTH _____ CHILDREN _____ NURSERY _____

CIRCLE THE TYPE OF WEEKEND YOU ARE REQUESTING:

LAY RENEWAL LAY MINISTRY DISCIPLESHIP EXP GOD Other _____

PREFERRED DATE: (please allow 3 to 6 months preparation time)

1st Choice. _____ 2nd Choice _____ 3rd Choice _____

HAS YOUR CHURCH EXPERIENCED A RENEWAL WEEKEND BEFORE? _____ Approx year _____

Type of Weekend (circle all the apply) Lay Renewal Lay Ministry Discipleship Exp God Other _____

Do you have a preference for a Consultant _____ or weekend Coordinator _____

Would you like to schedule an **Overview Presentation** of the Church Renewal Journey to learn more? _____

Possible date for an Overview Presentation _____ (there is no cost or obligation for this meeting)

Would you prefer this meeting to be with the pastor and a few church leaders? (deacons, church council, etc) _____

or for the Sunday night Service? _____, or for the Wednesday night service? _____

Pastor's Signature _____ Date _____

Pastor's Email _____

This form can be filled out online at www.churchrenewaljourney.net

OR Please complete this form and fax to: Church Renewal Journey Fax 770 410-6054

OR Email to crj@namb.net OR Mail to : Church Renewal Journey

Mission Opportunities & Events, Mission Education Team
North American Mission Board, SBC
4200 North Point Parkway, Alpharetta, GA 30022-4176

EXHIBIT 16

QUIET TIME ALONE WITH GOD PRAYER GUIDE

QUIET TIME ALONE WITH GOD

“HOW DOES GOD SPEAK TO US?”

*Spend the next hour and read slowly through this "Prayer Meditation for Renewal"
Before you start, ask God to speak to you during this next hour*

If we are to have Renewal, Renewal must begin with me!

I must be willing to lay my life, talents, time, money, and all that I am on God's altar.

Renewals come from God Almighty alone. They come to his people through soul searching, confession of sins and emptying of self. These make ready for the filling with the Holy Spirit.

Am I willing to be filled with the Spirit?

Have I faith enough just to let God do with me as He wills?

Confess all known sin to the Lord. Read Proverbs 28:13; Samuel 2:13; 1 John 1:8-9; Psalm 51:1-6

Three kinds of sin which must be confessed:

- 1. Private ----against God alone ---- must be confessed to God Alone.**
- 2. Personal ---- sins against others. --- There can be no peace until this sin is confessed to God. Disturbed fellowship!**
- 3. Public ---sins against the church, the Body of Christ ----all gossip, tale bearing, wrong attitudes, whisperings “You know what?” Sins against society --- lack of involvement, wrong attitudes, “I was thirsty and you,,,,”**

If these are not confessed, we cannot be filled with the Holy Spirit.

There must be cleansing “then filling; power“ then witnessing; self-prepared “ then others.”

Give God your best “ make room for God's best.” Ask God.

In a quiet time alone with God

Take time to examine your own heart, turn the pages slowly, consider each question, Let God grade you, lay bare every sin and ask God's forgiveness.

Remember, “If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness” And If we say we have no sin, we deceive ourselves and the truth is not in us.

Am I really concerned about renewal?

Am I willing to pay the price?

Do anything God wants me to do?

Is renewal first in my plans?

Am I sinning the sin of prayerlessness? “Ye have not because ye ask not”

Have I neglected the Word of God?

Have I forgiven anyone?

Is all resentment out of my heart?

Am I willing to ask forgiveness from anyone I have wronged in any way?

Am I impatient? Irritable?

Am I offended easily?

Do my “hurt feelings” keep me from serving God?

Do I get angry?

Bear grudges?

Do I blow up?

Do I swell up? With resentment?

Have I enmity toward anyone?

Am I willing “here and now“ to ask God to help me put it out of my heart?

READ Matthew 6:12-15, 18:21-35, Luke 6:27-37

Have I been dishonest with God? With my church?

Have I broken any promise or pledge made to God?

Since my emergency is over, have I kept my promise made in prayer?

Am I dishonest with others?

Do I try to leave a wrong impression if I can- without falsehood?

What about covetousness?

Am I too concerned about things?

Have I sought blessings more than spiritual blessings?

Have I paid all my debt to others?

Do I have anything in my possession which does not rightly belong to me?

Have I any habits which I should forsake?

Have I asked God's help?

Is there jealousy in my heart?

Do I have sinful pride in my heart?

Have I wronged anyone and failed to make restitution?

Did I pray for those involved?

Is my mind honest and clean in the site of God?

Are my thoughts pure?

Am I faithful to my wedding vows? In deed and thoughts? READ MATTHEWS 5:28

Am I willing and ready to forgive any wrong against me? Against my family?

Have I secret sin which I excuse but should forsake?

Have I worried and been over-anxious about things over which I have no control?

Do I fret? Complain? Toward the leaders in the church?

Does my pastor know that he can count on me?

Am I a minister of reconciliation and an ambassador of Christ in the marketplace and in the community where I live, work, and play? READ 1ST CORINTHIANS 5:17

Am I guilty of the sin of unbelief?

Am I salt and light in my world? READ MATTHEWS 5:13-16

Do I really believe in the power of God to cleanse any sinner? Change my life? Take care of any situation? Guide me in my decisions?

Remember now the marvelous grace of God.

God has promised to forgive every confessed sin. READ ISAIAH 1:18, 44:21-22; HEBREWS 8:12, 10:17; 1ST JOHN 1:7, 9

Do not despair, God loves you!

Pray for yourself, for cleansing, for strength and courage to forsake sin.

Ask God to fill you with the Holy Spirit. Trust God, fear not!

Surrender all, “all self, will, ambition, desire, plans, hopes, time, talent”

You are giving yourself to one who loves you, who knows you, the future, the past, all about you. God’s way is best for you!

PRAY: for your church, your pastor, for other leaders and weak Christians. For unity and love in the church, be sure you are a Helper, not a problem here.

Worship God! Suggested Bible readings: PSALM 95:6; JOHN 4:24; REVELATION 14:7; ISAIAH 6:1-8

Praise the Lord! Thank God for the blessings you have received.

READ: PSALMS 9:11, 67:3; HEBREWS 13:15

Four-fold reason for praise: 1st PETER 2:9

THANK GOD! For your cleansing, for God's forgiveness, for the Holy Spirit, for victory! For renewal! For the opportunity God is going to give you to witness before this renewal weekend is over!

Expect great things from God!

Do not be afraid, to go where God leads, to give "your testimony" your impressions, your dedications, your concern.

God bless you!

How has God impressed you through this meditation?

The Scriptures used are great to help us give honor and glory to Christ and to know we can trust Him to lead us every step of the way.

I do pray for a great Holy Spirit Lay Renewal! May our Lord bless and cleanse our hearth.

EXHIBIT 17

PASTOR'S EVALUATION OF THE LAY RENEWAL WEEKEND

Please send this completed form to Church Renewal Journey, 4200 North Point Parkway, Alpharetta, GA 30022

1. Church _____ Church Phone _____
Pastor _____ Email _____
Church Address _____ City _____ St _____ Zip _____
Coordinator _____

2. How would you describe the effects of the weekend on church members who participated?

3. How would you evaluate the input from the visiting team members?

4. What are some positive contributions the Lay Renewal Weekend made to your congregation?

5. What changes would you suggest for the Lay Renewal Weekend?

6. What impact has the weekend had on the church youth group (for youth and involved adults)?

7. Your personal evaluation and/or recommendations:

8. Are you in favor of your church continuing the Church Renewal Journey by planning for the Lay Ministry Weekend _____

9. If you continue the Journey, would you prefer to continue with the same weekend coordinator or start the next weekend with a different coordinator. _____

10. Whom do you recognize in your church as a potential Renewal Weekend Coordinator

Name _____ Phone _____ Email _____
Address _____ City, St, Zip _____

Renewal Team Member Registration Form

Mail or Fax form to: Church Renewal Journey, NAMB, 4200 North Point Parkway, Alpharetta, GA 30022 Fax 770 410-6040
You can also registered online to serve as a Team Member for Renewal Weekends by going to www.churchrenewaljourney.net
click on the heading "Team Member Registration". Complete the form and click on "submit" at the bottom of the page.
Email any questions to crj@namb.net or call 1 800 634-2462 ext 6471 Registering does not commit you to any weekend.

Today's Date _____ Date of Birth _____

First Name _____ Last Name _____

Email Address _____ Spouse Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Check your preferred responsibility as a Team Member (you can check more than one)

_____ Adult Team Leader _____ Observing Adult Team Leader _____ Music Leader

_____ Youth Coordinator _____ Youth Assistant _____ Observing Youth Assistant

_____ Children Coordinator _____ Children Assistant _____ Observing Children Assistant

_____ Lay Renewal Weekend Coordinator _____ Lay Renewal Weekend Coordinator Assistant

Please list any talents or skills, such as pianist, soloist, Instrumentalist, Luncheon Speaker, etc.

Have you ever served as a Renewal Team Member before? _____ Approx Year _____

Name of Coordinators you have served with _____

=====

Emergency Contact Information

Contact Name _____ Relation to you _____

Phone _____

=====

Church Information

Church Name _____ City _____

Pastor's Name _____ Church phone _____

Pastor's Signature _____ Date _____
(requested)