

AREA CRUSADE

A GUIDE TO SUCCESSFUL PREPARATION



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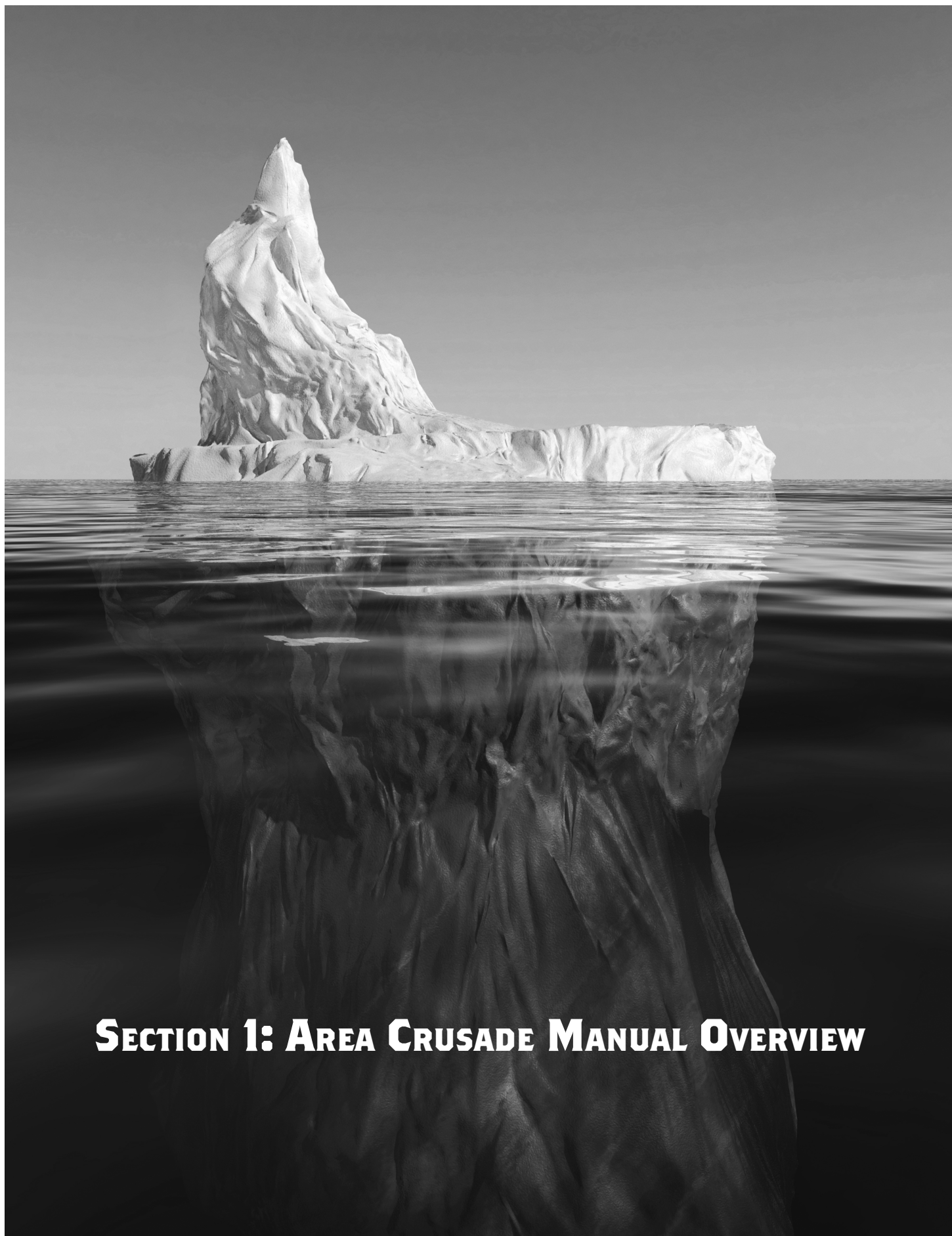
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The Crusade Manual has been revised by J.W. Hutchens, Ernest Kelley, Don Smith, and Jim Coldiron.



SECTION 1: AREA CRUSADE MANUAL OVERVIEW

SECTION 1: AREA CRUSADE MANUAL OVERVIEW

AN IDEA IS BORN

An area crusade is a coordinated effort of churches in a specific area working together to share the gospel of Jesus Christ. Some people attending an area crusade need to receive Christ as Savior and become active in a local church. Others are already Christians but need to make a new commitment to Christ and become involved in a church. The area may be a city, part of a city, an association, or a county. A central and strategic place should be chosen for the site of the evangelistic services.

After a small nucleus of people becomes convinced of the Lord's direction regarding an area crusade, each person should enlist one or two people to join in a prayer meeting. If the group agrees to continue with plans for an area crusade, they should contact the state evangelism director, the North American Mission Board, or the Billy Graham Evangelistic Association for guidance. Each entity is prepared to serve as a resource for the group as it moves toward an area crusade.

The group should then enlist representatives from area churches to participate in the crusade. These representatives should include pastors and lay people. They should discuss the idea, purpose, and objective of a crusade, and then pray for guidance. This group may be an official or unofficial group which recommends the area crusade to the churches or the association(s) for official adoption.

At a preliminary organizational meeting, a temporary chairperson and a secretary should be named. The temporary chairperson convenes and presides at preliminary meetings and the first organizational meeting (where a permanent chairperson is named). The temporary secretary records all decisions and actions made by group members. Arrangements should be made for the first formal organizational meeting.

A crusade must be church centered. Without the local church, crusade evangelism is impossible. Enlist as many churches as possible and as many people in each cooperating church as possible for crusade preparation. The key to the success of a crusade is involvement and preparation. To begin total involvement, each church should have a representative.

Churches who have not committed to an involvement in the crusade should be contacted. They should be told that at the first organizational meeting decisions will be made concerning local leaders, evangelistic team members, format, purpose, goals, budget, enlistment, calendar, committee structure, and committee training.

THE FIRST ORGANIZATIONAL MEETING

The temporary chairperson should share the history of the decision to hold the area crusade and explain the organization of the crusade. (See "Crusade Steering Committee," p.1:2) The following important decisions must be made at the first organizational meeting to get plans under way for the area crusade:

1. A permanent Crusade Steering Committee chairperson should be elected. (See "Responsibilities of Crusade Steering Committee Officers: Job Description for the Chairperson," p.2:1) Avoid co-chairpersons if possible. The success of the committee's efforts will depend largely on the chairperson.
2. A secretary should be enlisted by the Crusade Steering Committee chairperson. (See "Responsibilities of Crusade Steering Committee Officers: Job Description for the Secretary, p.2:2)
3. The Crusade Steering Committee associate chairperson(s) should be elected. (See "Responsibilities of Crusade Steering Committee Officers: Job Description for the Associate Chairperson," p.2:2)

4. The Crusade Steering Committee treasurer should be elected. (See “Responsibilities of Crusade Steering Committee Officers: Job Description for the Treasurer,” p.2:2) The treasurer will also serve as the chairperson of the Crusade Finance Committee.

CRUSADE STEERING COMMITTEE

The following individuals make up the Crusade Steering Committee: Chairperson, Associate Chairpersons(s), Secretary, Treasurer, Chairpersons of Crusade Committees,

Arrangements Committee Chairman
Prayer Committee Chairman
Attendance Committee Chairman
Publicity Committee Chairman
Child Care Committee Chairman
Special Population Committee Chairman
Church Crusade Committees Chairman

Counseling/Follow-up Committee Chairman
Ushers/Parking Committee Chairman
Finance Committee Chairman
Youth Committee Chairman
Music Committee Chairman
Other Crusade Committees Chairman
Ministers Committee Chairman

and several members-at-large, from participating churches.

CRUSADE COMMITTEES

Normally 12 committees should be appointed by the Crusade Steering Committee to prepare for crusade activities.

 Arrangements	 Ushers/Parking
 Finance	 Child Care
 Special Population	 Prayer
 Attendance	 Youth
 Music	 Counseling/Follow-up
 Publicity	 Ministers Committee

Other committees can be added as necessary to fit the unique needs of your crusade. The chairperson of each committee should serve as a member of the Crusade Steering Committee.

DECISIONS TO MAKE

THE CRUSADE PURPOSE, OBJECTIVES, AND GOALS

The purpose of an area crusade is to unite churches to proclaim the gospel to a lost community. Some objectives may be the following:

- * Bring non-Christians to hear the gospel and give them an opportunity to respond to Christ.
- * Lead and equip church members to witness regularly for Christ
- * Build church membership.
- * Help churches receive new Christians into their congregations.
- * Help inactive, indifferent, and unenlisted church members become aware of God's grace and surrender themselves to Him.
- * Help church members establish a meaningful prayer life.
- * Lead and equip church members to witness regularly for Christ.
- * Lead and encourage church members into Christian maturity.

By establishing strong goals, the effect of an area crusade can be intensified and evaluated. The Crusade Steering Committee should decide on relevant, challenging goals that can be achieved and measured. Each cooperating church should set its own goals as well.

THE CRUSADE NAME

Use creativity and imagination to choose an appropriate name, but attempt to be descriptive as well. The area crusade could also have a theme which identifies its purpose and captures the attention of people. It is sometimes helpful if there is a geographic reference in the name, such as "City or Area Crusade."

THE CRUSADE FORMAT

Determine early in the planning how long the crusade will last. Most area crusades are Sunday through Wednesday or Wednesday through Sunday. Churches should be encouraged to move scheduled services to the area crusade site rather than in their individual churches. Decisions should be made about the time of the services, order of the services, and whether to use special guest personalities to share testimonies.

THE CRUSADE PERSONNEL

The selection by the Steering Committee of the evangelist, music evangelist, singing groups, instrumentalists, and individuals for personal testimonies are very important. The evangelist should be selected first. The evangelist should be consulted about other program personnel. The music evangelist may, with the counsel of the Music Committee, secure the most talented people available to serve as pianist, organist, and special musicians. The crusade choir should be a primary source for special music. The evangelist may have suggestions about people who will share testimonies. Visit www.sbcevangelist.org for a suggested list of crusade personnel.

PASTORS

The local church pastors in the area are critical to the crusade's success as they enlist individual church support. The Crusade Steering Committee should encourage each pastor to cooperate with the effort by personal contacts, visits, telephone calls, and letters. Pastors are encouraged to share the information they receive with their congregations. Without the enthusiastic support of its pastor, a church rarely becomes involved to a significant degree. Pastors are best encouraged by other pastors. Therefore, a Ministers Committee could be vital to this process.

Pastors should participate in all crusade activities from planning through conducting of the crusade. They should attend the retreats, meetings, and rallies. They should pray for the crusade and encourage their congregations to work with the committees. Each pastor is the chairperson of the Church Crusade Steering Committee which relays crusade information from the Crusade Steering Committee to the local church. Pastors should preach on themes that support the crusade and encourage concern for the unsaved and unchurched people of the area. They should lead the church to give priority to the crusade. They should enlist and encourage their people to pray, witness, attend, give, and serve in the crusade. Each church should have an "Operation Andrew Sunday" (p. 6:22) where the focus is praying for lost people in the community and inviting them to the area crusade. This Sunday could be used to recruit prayer, as well as, physical support.

Pastors should provide leadership in the organizational structure. Some will serve as committee chairpersons or members. Some will have prominent, out-front jobs, and others will have behind-the-scene jobs. Some will take part in preparation events, programs, rallies, or the crusade services. The Crusade Steering Committee should involve as many pastors as possible. Each pastor is important regardless of place in the organizational structure.

FINANCES

Finances of the crusade should be determined, secured, and disbursed through the Finance Committee. A budget should be finalized by the Finance Committee as each of the crusade committees submits budget recommendations (forms provided in Section 6). The Finance Committee should correlate recommendations and present a suggested budget to the Crusade Steering Committee for approval. After the Crusade Steering Committee has established budgets of individual committees, expenditures in excess of the budget must be approved by the Crusade Steering Committee. A financial report should be made at the end of the crusade by the Finance Committee to the Crusade Steering Committee and to participating churches.

Financial Arrangements with the Evangelist

Financial arrangements for the crusade should be agreed upon with the evangelist from the beginning. A definite understanding can prevent problems. The agreed upon plan should be in writing.

THE EXPENSE BUDGET

The following items should be included in the expense budget:

- * Cost of counseling materials, promotional materials, printing, publicity, and so on.
- * Costs for the auditorium or grounds, rental for the sound system, and musical instruments.
- * Travel expenses, lodging, and meals for evangelistic team members.
- * Honorarium or love gift for the evangelistic team members.

Securing Funds for the Expense Budget

Raising the necessary funds for the budget should begin early in the preparation period. Expenses are incurred as soon as preparations get underway. A minimum of 75 percent of the total budget should be secured from participating churches and individuals at least one month before the crusade begins. It would be ideal if all budget expenses were secured before the crusade. The more people who give in advance means more people who will be praying in advance.

Individual churches should be encouraged to contribute through their church budgets to the crusade budget. To determine the suggested amount of money needed per person from each church, the Finance Committee should compare the budget to one of the following:

- a) Number of resident members
- b) Average Sunday School attendance
- c) Average Sunday morning worship attendance.

Each area should determine which financial plan would equally distribute the responsibility.

Churches are encouraged to take a special offering on a Sunday before the crusade for crusade expenses. An expense offering also should be taken at the crusade rally and other pre-crusade events. Offering envelopes should be provided for churches and at special events.

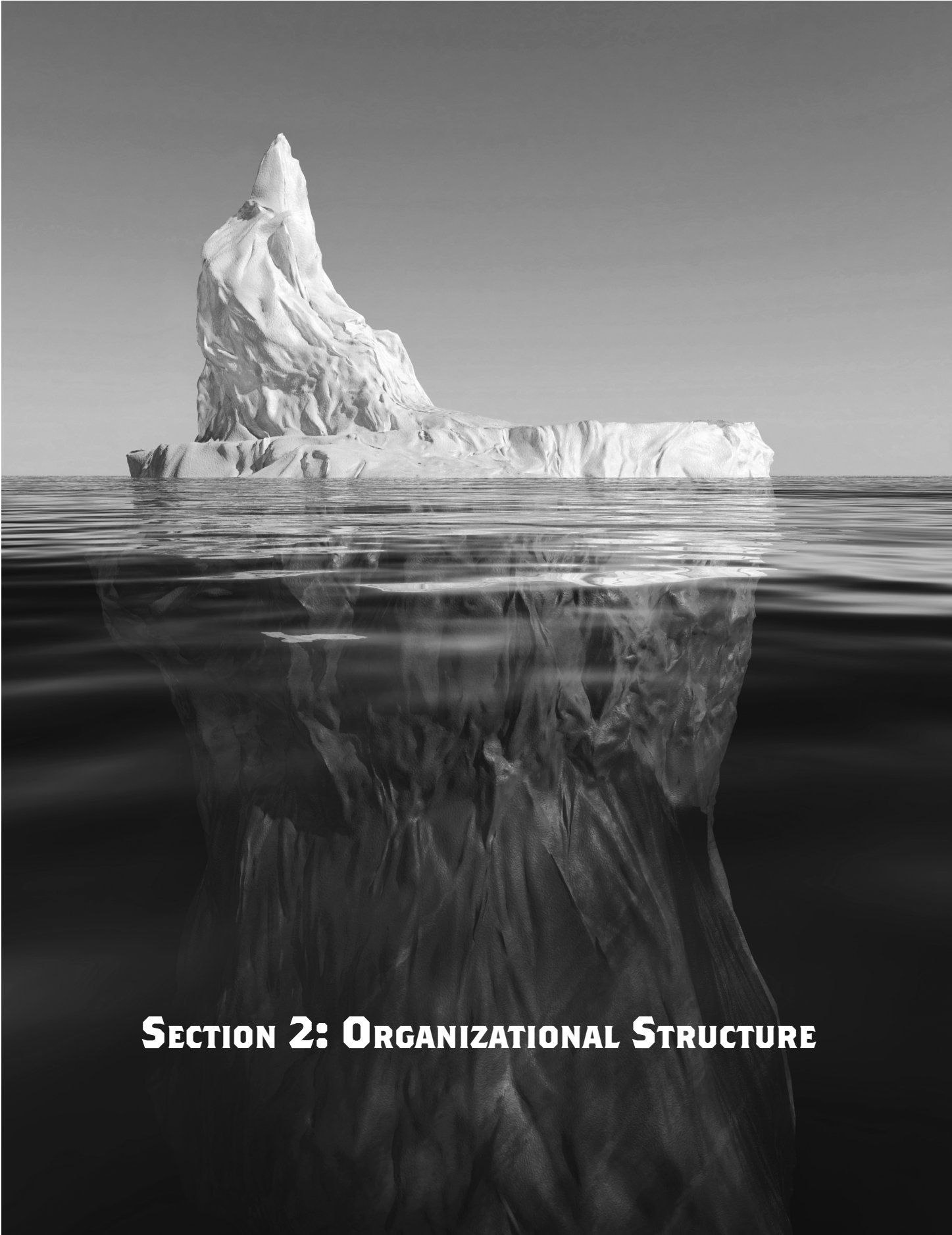
The remainder of the crusade budget should be raised by offerings received during the first few nights of the crusade. The Crusade Steering Committee chairperson decides on the best person to make the offering appeal. Each situation will be different. Do not use individuals just to involve them for this responsibility. Use the person who can best do the job. People should be informed in advance how any offering in excess of the budget will be used. To avoid disunity, this decision should be made by the Crusade Steering Committee as part of the initial organization of the campaign.

INVOLVING PEOPLE

Involving people is an excellent way to ensure success for the crusade. While the development or growth of individual Christians and cooperation between churches are not primary reasons for a crusade, they are by-products that may result. Churches cannot grow, develop, and learn to help one another unless they are involved. Each crusade will present challenges to creativity and imagination involving people and churches.

In preparing for and promoting the crusade, numerous people can be involved: giving testimonies and talks at clubs or organizations where they belong, distributing promotional materials, visiting unsaved and unenlisted people, and making telephone calls. Some people will have time to telephone people immediately before the crusade rally or the crusade to invite them to attend. Three to six months before the crusade, the deacons of participating churches should be enlisted to visit church families and secure their prayer support for the rally and the crusade. Every Sunday School worker should be enlisted to inform class members and prospects about the crusade. Sunday School workers in the preschool and children's divisions can visit parents of children. Youth and children can distribute handbills, signs, and bumper stickers.

Certain groups may be spotlighted on various nights during the crusade: young adults, grandparents, families, retiree's, children, youth, church and civic groups, to mention a few. A "Good Neighbor Night" provides people with a chance to invite their neighbors. An emphasis for children involves both children and their parents. A 200-foot hot dog for 200 children is an unusual way to provide refreshments and draw attention. A youth night with the city's largest pizza—10 feet square or with a banana split made with 100 bananas and 10 gallons of ice cream are variations. As people get involved, they will be excited about bringing their friends to hear the gospel. Counselor training and Operation Andrew (Operation Andy for children) are very important to build attendance and involve the unchurched.



SECTION 2: ORGANIZATIONAL STRUCTURE

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THE CRUSADE STEERING COMMITTEE

The Crusade Steering Committee gives overall direction to the crusade. The chairperson should be a capable leader and administrator, committed to evangelism, and to the success of the crusade. The committee should have at least one associate chairperson, a secretary, and a treasurer. Membership should include the chairpersons of the committees suggested for a crusade (see p.1:2) and up to five members-at-large from participating churches. It is mandatory to have at least one member from each participating church on the Crusade Steering Committee.

RESPONSIBILITIES OF THE STEERING COMMITTEE OFFICERS

JOB DESCRIPTION FOR THE CHAIRPERSON

1. Give general supervision to the crusade.
2. Serve as public relations director and spokesperson for the crusade to the general public.
3. Moderate all meetings of the Crusade Steering Committee.
4. Preside at all public crusade events.
5. Develop and coordinate a calendar of activities for the entire crusade (see "Crusade Countdown Calendar," p.5:1).
6. See that all committees complete their assigned tasks under the direction of the Crusade Steering Committee and through the direct or immediate supervision of the associate chairperson. (Responsibility worksheets are provided for each committee in Section 6.)
7. Supervise the crusade office.
8. Arrange the schedule for training Crusade Steering Committee officers and the crusade committee chairpersons.
9. Lead the crusade committee chairpersons to schedule and conduct training sessions for their committee members.
10. Enlist and direct, with the approval of the Crusade Steering Committee, the work of the crusade secretary.
11. Be responsible for signing two-signature checks drawn on the crusade account. Checks may also be signed by the Treasurer or the associate committee chairperson.
12. Lead the Crusade Steering Committee to develop a budget for its operation and to submit the "Crusade Steering Committee Budget Request Form" (p.2:3) to the Finance Committee.
13. Lead in the development of the total crusade budget in consultation with various committee chairpersons.
14. Confirm in writing the agreement with the evangelist, minister of music, accompanists, and other personnel involved in the crusade.
15. Lead the Crusade Steering Committee in planning the program and enlisting the speaker and other personnel for the crusade rally.
16. Enlist the best person to make the offering appeal each night of the crusade.

JOB DESCRIPTION FOR THE ASSOCIATE CHAIRPERSON

This job description applies if the Crusade Steering Committee chooses to have only one associate chairperson; otherwise these responsibilities would be divided.

1. Provide direct supervision of crusade committees under the general oversight of the chairperson.
2. In the absence of the chairperson, preside at all meetings of the Crusade Steering Committee.
3. Compile and maintain an up-to-date list of churches participating and cooperating in the crusade.
4. Compile and maintain an updated mailing list for the crusade newsletter.
5. Be responsible for signing two-signature checks drawn on the crusade account. Checks may also be signed by the Treasurer or the Crusade Steering Committee chairperson.
6. Edit the crusade newsletter.
7. Confirm in writing all contracts related to the meeting place (including dates of the crusade, cost of facilities, stipulations in regard to use, and so on), rental agreements, contracts, and other legal matters. Make sure all contracts are properly signed and filed in the crusade office.
8. Verify orders for materials to be used in the crusade.
9. Arrange for a first aid station and emergency medical help for each service of the crusade.
10. Arrange for local transportation, lodging, and meals for all personnel.
11. Accept other assignments made by the chairperson of the Crusade Steering Committee.

JOB DESCRIPTION FOR THE SECRETARY

1. Record the minutes of all Crusade Steering Committee meetings.
2. Transcribe and maintain the meeting minutes. Send copies of each meeting's minutes to all Crusade Steering Committee members, the evangelist, and the associational director(s) of missions and/or associational missionaries who are involved.
3. Mail notification of meetings to members of the crusade committees and follow-up with them by telephone.
4. In cooperation with the associate chairperson, function as a channel of communication between the crusade committees.

JOB DESCRIPTION FOR THE TREASURER (USUALLY THE FINANCE COMMITTEE CHAIRPERSON)

1. Receive and disburse all finances for the crusade in accordance with authorization of the Crusade Steering Committee and the Finance Committee.
2. Establish a crusade account with two-signature checks and be responsible for signing checks drawn on the account.
3. Deposit all money received in the crusade account as authorized by the Crusade Steering Committee.

CRUSADE STEERING COMMITTEE BUDGET REQUEST FORM

CRUSADE OFFICE

Secretary	\$	_____
Office space	\$	_____
Office supplies	\$	_____
Office equipment	\$	_____
Postage	\$	_____
Telephone	\$	_____
Utilities	\$	_____
Other	\$	_____
Other	\$	_____

CRUSADE OFFICE TOTAL

\$ _____

CRUSADE NEWSLETTER

Printing	\$	_____
Postage	\$	_____
Other	\$	_____
Other	\$	_____

CRUSADE NEWSLETTER TOTAL

\$ _____

CRUSADE TEAM HONORARIA

Evangelist	\$	_____
Music evangelist	\$	_____
Pianist	\$	_____
Other	\$	_____
Other	\$	_____

CRUSADE TEAM HONORARIA TOTAL

\$ _____

CRUSADE RALLY HONORARIA

Evangelist	\$	_____
Music evangelist	\$	_____
Pianist	\$	_____
Other	\$	_____
Other	\$	_____

CRUSADE RALLY HONORARIA TOTAL

\$ _____

CRUSADE STEERING COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

RECRUITING COMMITTEE MEMBERS

Each participating church should be represented on each crusade committee. Committee members, under the supervision of their chairperson, should carry out responsibilities designated to the committee or other assignments given by the Crusade Steering Committee. Each church should provide recommendations for crusade committees from its own membership. A "Committee Member Selection Form" is provided on page 2:5.

Some crusade committee members will also serve as chairperson for the same church crusade committee for their church. For example, a member of the Crusade Prayer Committee would be chairperson of the Church Crusade Prayer Committee in his or her church. Church representatives on crusade committees have the same responsibilities for their local churches as they have for the area crusade. Crusade committee members are also channels of information from crusade committees to their churches. Crusade committee members involve local church members in the crusade planning and activities. The pastor of each participating church should be chairperson of the Church Crusade Steering Committee. The pastor, church staff, and all chairpersons of church crusade committees form the Church Crusade Steering Committee. (See "Church Crusade Committee Organizational Chart," p.2:8)

TRAINING COMMITTEES

The director for the area crusade should train all officers of the Crusade Steering Committee and chairpersons of crusade committees. The training should be done approximately 18 weeks (3 to 4 months) before the crusade begins.

In addition to their training sessions, the Crusade Steering Committee chairperson and associate chairperson could profit from attending training sessions for other crusade committee chairpersons. Refer to the "Schedule for Committee Chairperson Training" on page 2:7 for more information. The Crusade Steering Committee chairperson should arrange the training schedule.

Training can be completed in one day, or it can be spread over several days. If all training sessions are held on one day, each participant must be on time in order to observe the strict schedule. Training sessions can be completed in any order that fits your schedule and circumstances.

At the first committee meeting the chairperson should train the other members. This can be done by sharing the information provided during training with the entire committee. This includes general information, job descriptions, instructions, checklists, and deadlines.

CRUSADE NEWSLETTER

A crusade newsletter is a helpful means of communication between the crusade leaders, the churches, and the people. The production and mailing of the newsletter is the responsibility of the associate chairperson, though someone else may actually produce the piece. Production of the newsletter should begin soon after organizing for the crusade. A schedule for production of the newsletter should be established by the Crusade Steering Committee (i.e., monthly, weekly). The crusade newsletter should be used by committees to inform committee personnel and churches of meetings and activities.

The mailing list for the crusade newsletter should include: pastors, church staff, interested laity, committee members, and evangelistic team members. Crusade choir members, counselors, parking attendants, and ushers should be added to the mailing list when they are enlisted. This list should not be distributed, but kept confidential to honor the privacy of those whose names appear in it. The newsletter may be mailed to all churches and pastors of the area regardless of whether they are participating in the crusade.

COMMITTEE MEMBER SELECTION FORM

Listed below are people our church recommends to serve on area crusade committees. These people have been contacted by the pastor or church leaders and have agreed to serve on the suggested committees.

ARRANGEMENTS: Secure, arrange, and maintain all properties for the crusade, such as platform choir seating and sound system.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

ATTENDANCE: Enlist youth and adults to witness and visit, helping people make decisions for Christ, and encouraging them to attend the crusade.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

CHILD CARE: Provide adequate nursery facilities for children of parents attending the crusade rally, choir rehearsals, and the crusade.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

COUNSELING/FOLLOW-UP: Enlist the required number of counselors from your church for crusade services. Plan and promote follow-up suggestions in your church.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

FINANCE: Encourage your church to contribute to the crusade expense and budget for crusade personnel. Receive and disperse crusade funds.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

MUSIC: Enlist choir members from your church to sing in the crusade choir.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

PRAYER: Involve people from your church in praying for the crusade. Plan and promote prayer meetings in the church.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

PUBLICITY: Keep the crusade before the people of your church by providing information and materials and enlisting others to help you do this.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

SPECIAL POPULATION: Involve and invite people to the crusade who are visually impaired, hearing impaired, physically challenged, institutionalized, (schools, prisons, homes for elderly, etc.), and those from minority or language groups.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

USHERS/PARKING: Serve and enlist others to serve as ushers or parking attendants during the crusade.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

YOUTH: Involve as many students as possible in the crusade activities.

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

OTHER COMMITTEE:

Name: _____ Phone: _____

Address: _____

City/State/ZIP: _____

Submitted by: _____ Date: _____

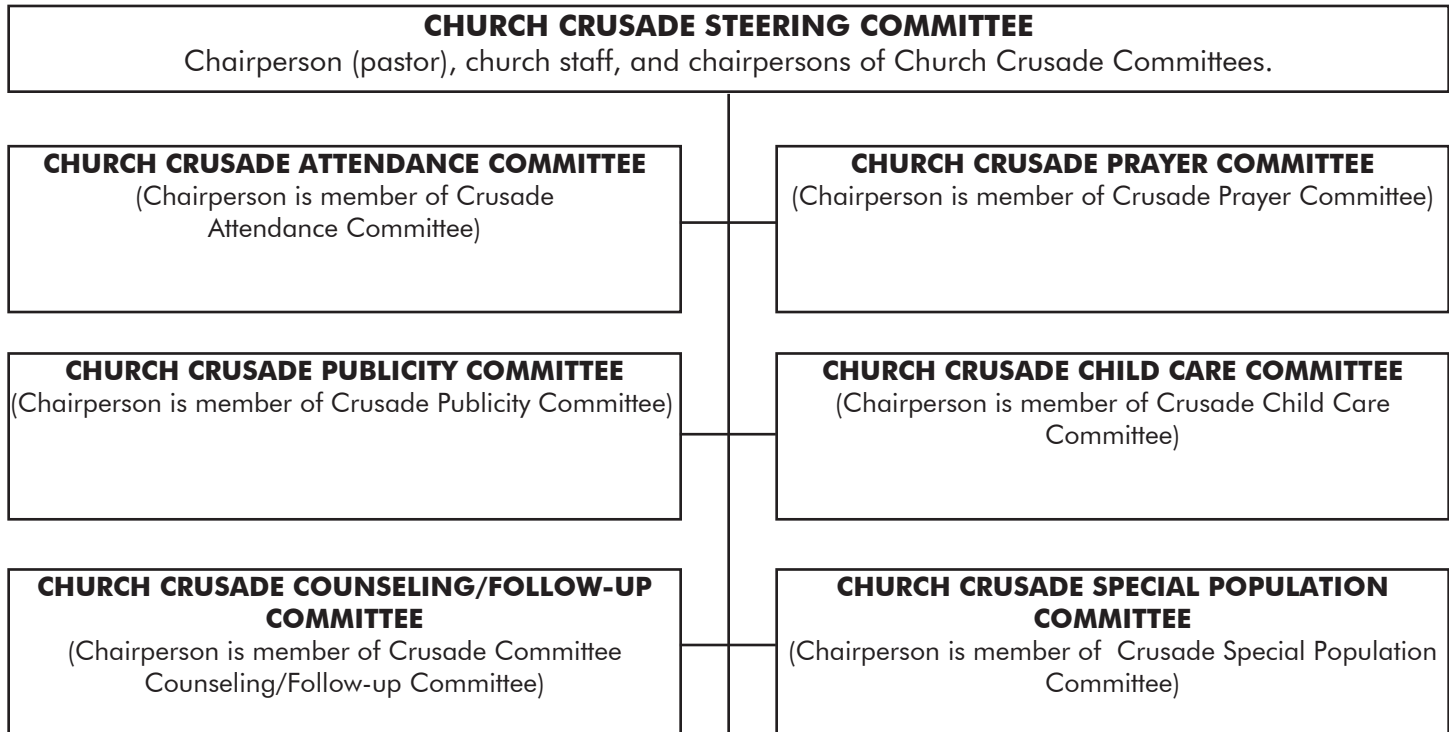
Pastor: _____ Church Phone: _____

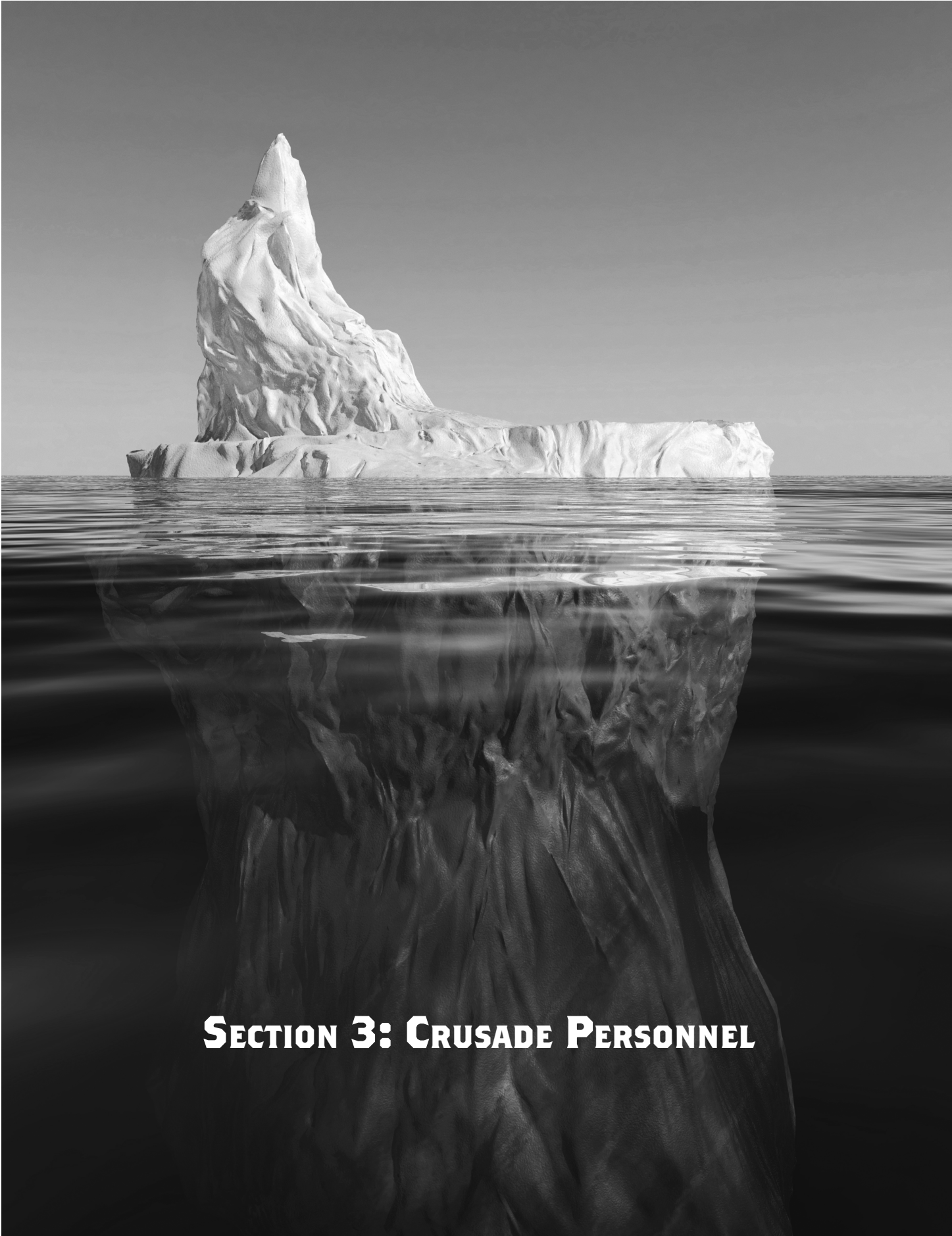
SCHEDULE FOR COMMITTEE CHAIRPERSON TRAINING

COMMITTEE	LENGTH OF SESSION	DATE	TIME
Crusade Steering	60 minutes	_____	_____
Arrangements	30 minutes	_____	_____
Attendance	45 minutes	_____	_____
Child Care	45 minutes	_____	_____
Counseling/Follow-up	60 minutes	_____	_____
Finance	30 minutes	_____	_____
Music	30 minutes	_____	_____
Prayer	45 minutes	_____	_____
Publicity	45 minutes	_____	_____
Special Population	30 minutes	_____	_____
Ushers	45 minutes	_____	_____
Youth	30 minutes	_____	_____

(Make two copies of this form. One for the Crusade Steering Committee chairperson and the Crusade Steering Committee secretary.)

CHURCH CRUSADE COMMITTEE ORGANIZATIONAL CHART





SECTION 3: CRUSADE PERSONNEL

SECTION 3: CRUSADE PERSONNEL

DIRECTOR

A trained, experienced crusade director should be chosen to direct the crusade, using the Billy Graham crusade model.

EVANGELIST

The evangelist is the preacher engaged for the crusade. The crusade director, with the Crusade Steering Committee chairperson, will give guidance to the organization and strategy of the crusade. The evangelist and the Crusade Steering Committee should determine the number of times the evangelist needs to be in the area before the crusade.

The Crusade Steering Committee and evangelist should have a clear understanding concerning the enlistment of other crusade team members and guest participants. The evangelist should be allowed to enlist the music evangelist or musicians for the crusade if he so chooses.

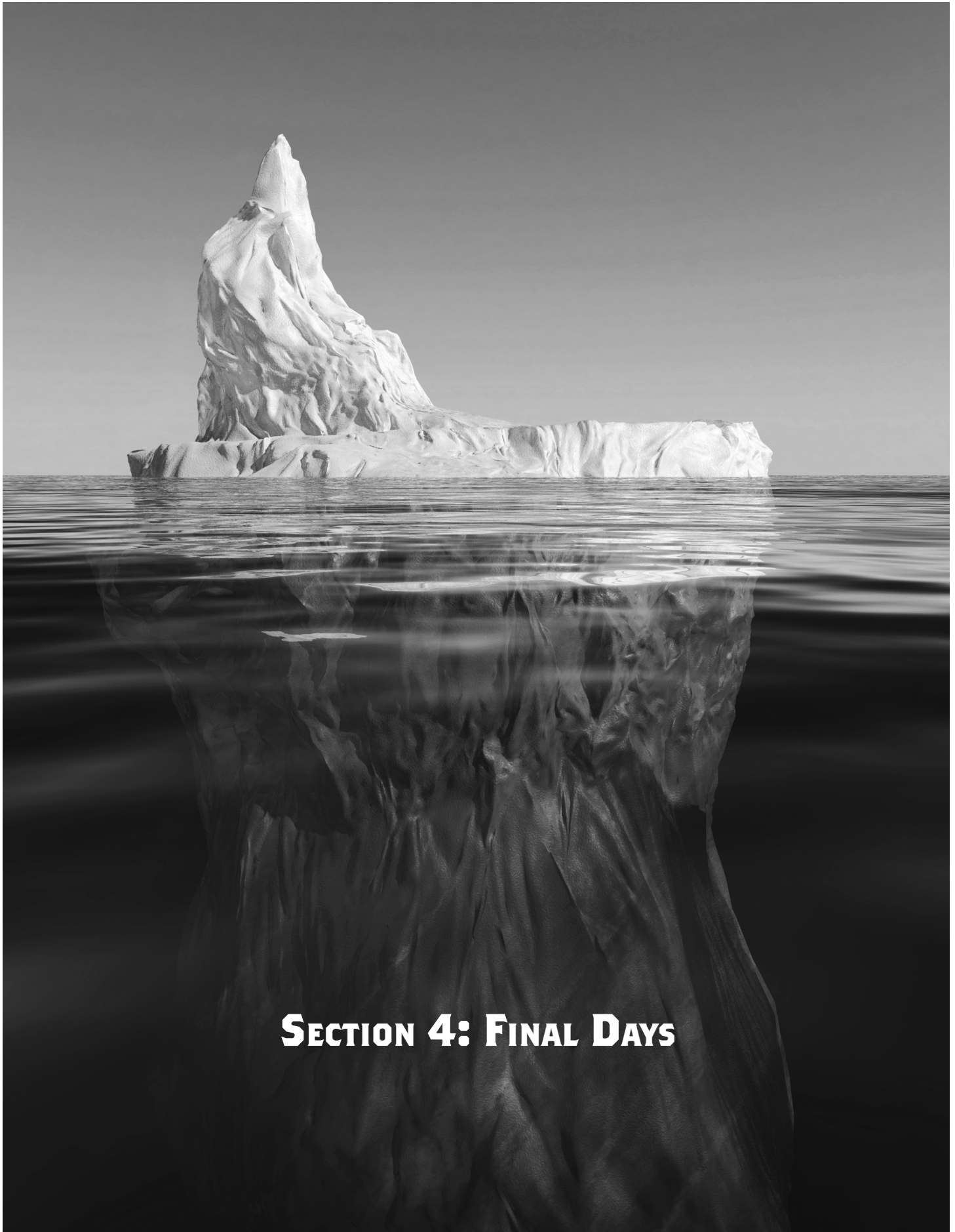
MUSIC EVANGELIST

The crusade music evangelist will plan the service agenda, lead the congregational singing, and direct the choir during the crusade. If the evangelist has accompanists who regularly work with him or her and the budget will provide for these, give prayerful consideration to using these individuals. In any case, the music evangelist will offer counsel to the Music Committee in selecting accompanists, whether they are to be salaried or volunteer.

The music evangelist will be in charge of all music, including vocalists and vocal groups. He or she should consult with the evangelist and Crusade Steering Committee chairperson concerning the order of worship and plan the music for each service.

OTHER PERSONNEL

Other people who will be involved include those who will give testimonies, singing groups, guest choirs, musical ensembles, soloists, and others. The Crusade Steering Committee, the evangelist, and the music evangelist should be in agreement concerning the use of all crusade personnel.



SECTION 4: FINAL DAYS

SECTION 4: FINAL DAYS

PASTORS' PRAYER RETREAT

A pastors' prayer retreat should be held eight to 12 weeks (2 to 3 months) before the beginning of the crusade at an assembly, camp, retreat center, or hotel. The pastor of every participating church should attend. The retreat should give each pastor an opportunity for personal soul-searching, communion with God, and personal spiritual preparation.

The retreat should begin in the evening and continue through the following morning. The program should be relaxed and flexible. A group leader should direct the group in sharing Scriptures, dealing with needs, reassessment, recommitment, and renewal. A large segment of time should be left for "conversational prayer." The next morning after breakfast, one hour should be allotted for personal devotion and prayer. Bible readings or prayers should be assigned and each pastor encouraged to record insights, ideas, and feelings. The morning should close with the group sharing requests and engaging in a time of prayer.

CRUSADE OR BELIEVERS' RALLY

A crusade rally should be held before the crusade. This should be an inspirational celebration service with music, testimonies, and a message. Church members should be challenged to attend. The evangelist or crusade director should be the speaker for the rally. The success of this rally will set the tone for the coming crusade.

PRAYER WEEK

Prayer week is a special effort when prayer meetings are held in church members' homes. Other prayer efforts will have been promoted by the Prayer Committee members, but this should be their main responsibility. People should gather in homes to pray for the crusade, themselves, their families, their friends, and their neighbors—Christians and non-Christians. The area will be lifted up to God, seeding the work of the Holy Spirit.

VISITATION PENETRATION

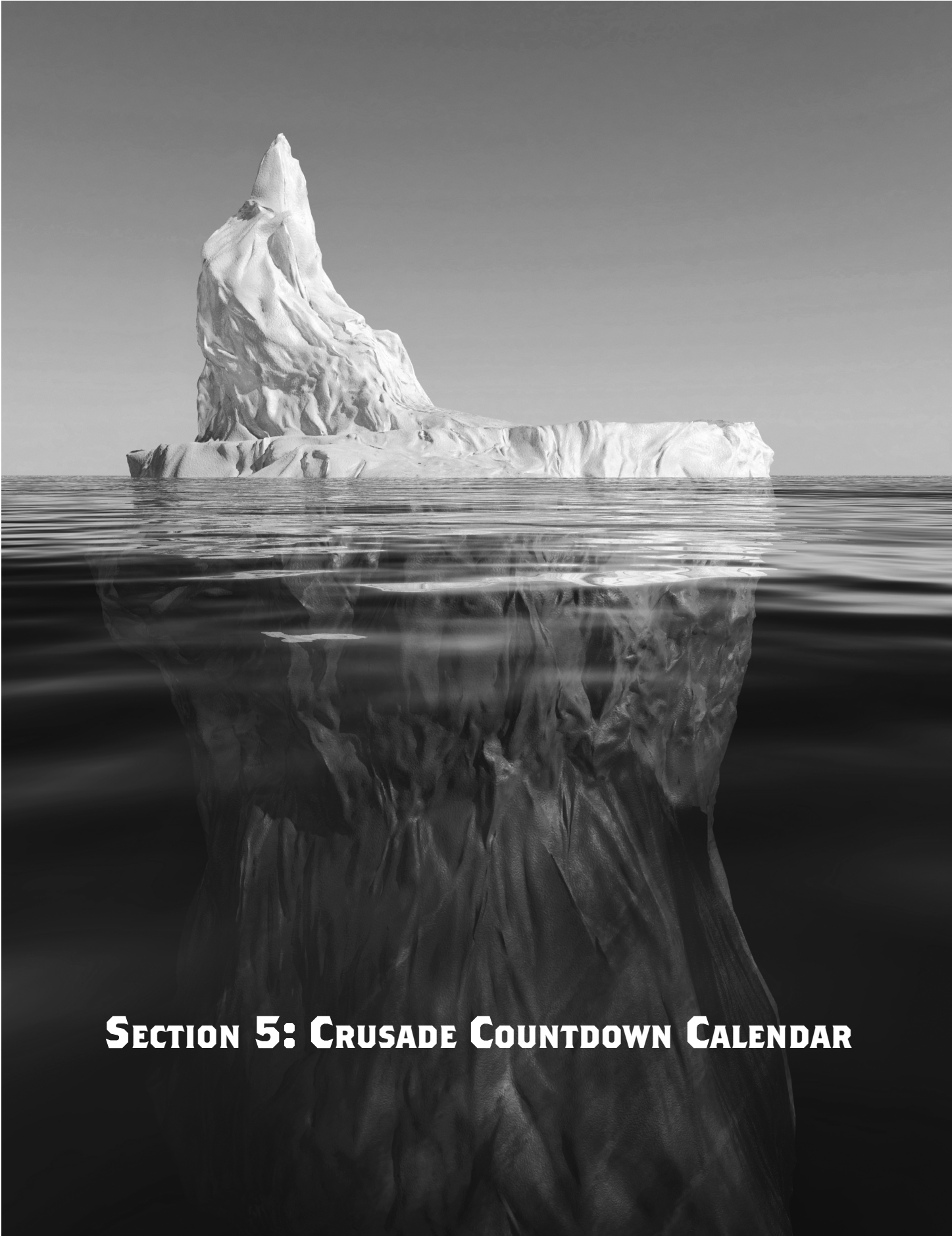
Visitation penetration is a visitation effort during the two weeks before the crusade. This should be the Attendance Committee's final concentrated effort directed toward unsaved people. Most people decide to attend the crusade within the seven days just before the meetings. The closer the visitation to the actual meeting dates, the better.

PRAYER CHAIN

A prayer chain directed by the Prayer Committee is suggested for the Saturday before the crusade begins. The prayer chain should begin at 8:00 a.m. Saturday and continue for 12 or more hours. Each church participating in the crusade should commit to a specific segment of time (30-60 min.). The number of churches involved and the length of time each church is committed will determine the length of the prayer chain. If possible, the prayer chain should be conducted at the crusade site. Each pastor should assemble with his congregation at the assigned time and lead in prayer for the crusade.

CRUSADE SUNDAY

The crusade should be emphasized in all participating churches the Sunday of or just prior to its beginning. It should be the “kick-off” for the crusade. People should assemble in their churches on Sunday morning for regular services. Everything that takes place should magnify the area crusade. Assembly programs in Sunday School can challenge people to participate. Sunday School lessons should spotlight the crusade. Pastors can preach on an evangelism theme. Churches should have high attendance goals in Sunday School and morning worship on Crusade Sunday. Churches are encouraged to stress that the evening services are transferred to the central meeting place where they will join other participating churches for the beginning of the crusade. Pastors should challenge everyone to be in worship that evening at the crusade.



SECTION 5: CRUSADE COUNTDOWN CALENDAR

SECTION 5: CRUSADE COUNTDOWN CALENDAR

50 WEEKS BEFORE A CRUSADE

Date: _____

- ☐ The idea of a crusade is born.

48 WEEKS BEFORE A CRUSADE

Date: _____

- ☐ Conduct a prayer meeting to pray about holding a crusade.

40 WEEKS BEFORE A CRUSADE

Date: _____

- ☐ Share the crusade idea and enlist representatives from area churches to participate in the crusade.

36 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Conduct a preliminary organizational meeting

34 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Conduct the first organizational meeting. (Crusade Steering Committee officers will be elected.)
- ☐ Crusade Steering Committee officers begin gathering recommendations for crusade committees from pastors and begin recruiting crusade committee chairpersons.
- ☐ Crusade Steering Committee officers recruit up to five members-at-large to serve on the Crusade Steering Committee.

26 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Conduct the first Crusade Steering Committee meeting and make the following decisions:
- ☐ Determine the crusade purpose, objectives, and goals.
- ☐ Choose a name for the crusade.
- ☐ Develop the format of the crusade and crusade rally: dates, times of services, and so on.
- ☐ Secure the crusade personnel (evangelistic team and guest personalities).
- ☐ Develop specifications for the crusade site to assist the Arrangements Committee. (This includes pulpit, platform, counseling area, and seating.)
- ☐ Determine the schedule for the production of the crusade newsletter.
- ☐ Crusade Steering Committee continues enlistment of pastors and laypeople who have not made a commitment to the crusade.
- ☐ Crusade committee chairpersons begin recruitment of committee members.

22 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Train the crusade committee chairpersons.

20 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Finance Committee obtains budget plans from Counseling/Follow-up Committee.

14 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Committee chairpersons train committee members.
- ☐ Publicity Committee begins development of publicity materials. (Materials should be completed by Week 8.)

12 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Arrangements Committee secures plans for crusade site and equipment.
- ☐ Finance Committee establishes the crusade account and handles all money for the crusade.
- ☐ Publicity Committee uses church communication (bulletins, newsletters, organizational programs) to publicize the crusade.
- ☐ Special Population Committee enlists ethnic attendance at the crusade through the pastors of ethnic churches.
- ☐ Special Population Committee considers the possibility of closed circuit telecasts to institutions and also the possibility of taping the crusade for showing at some other time.
- ☐ Youth Committee informs youth about crusade activities in which they can be involved.
- ☐ Counseling/Follow-up Committee orders counseling materials.
- ☐ Counseling/Follow-up Committee schedules and promotes counselor training.

10 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Attendance Committee encourages deacons to visit all church families.
- ☐ Counseling/Follow-up Committee begins enlistment of counselors to provide counseling at the crusade and follow-up.
- ☐ Crusade Steering Committee associate chairperson begins the call to prayer in the crusade newsletter.
- ☐ Crusade Steering Committee finalizes plans for the crusade rally.
- ☐ Crusade Steering Committee finalizes plans for Crusade Sunday in churches.
- ☐ Finance Committee obtains budget plans from each committee.
- ☐ Music Committee secures rental of a piano, an organ, or other instruments needed.
- ☐ Prayer Committee encourages pastors to conduct studies and preach on prayer.
- ☐ Prayer Committee plans pastor's prayer retreat.
- ☐ Youth Committee plans a youth crusade rally for Week 6.
- ☐ Youth Committee informs youth about crusade activities in which they can be involved.

9 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Crusade Steering Committee approves final budget.
- ☐ Music Committee begins enlistment for crusade choir members.
- ☐ Prayer Committee orders prayer materials for each pastor and/or each church prayer leader.
- ☐ Publicity Committee decides on, plans, and contracts for mass media advertising.
- ☐ Publicity Committee uses the free communication media outside the churches to publicize the crusade.
- ☐ Youth Committee enlists and trains the youth to participate in witnessing, prayer, counseling, and choir.
- ☐ Youth Committee plans three to five specific youth activities during the crusade.

8 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Attendance Committee encourages, assists, and motivates each church to compile or update its prospect file.
- ☐ Counseling/Follow-up Committee makes arrangements for training the counselors.
- ☐ Publicity Committee begins distribution of news releases.
- ☐ Publicity Committee distributes publicity materials.
- ☐ Ushers/Parking Committee begins enlistment of ushers and parking attendants.

6 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Arrangements Committee makes hotel reservations and local transportation arrangements for the crusade team.
- ☐ Arrangements Committee makes security arrangements.
- ☐ Arrangements Committee secures liability insurance.
- ☐ Attendance Committee encourages pastors to preach and/or emphasize soul-winning in churches.
- ☐ Child Care Committee arranges for child care facilities for the crusade rally.
- ☐ Child Care Committee arranges for facilities with necessary equipment to provide for the children.
- ☐ Child Care Committee enlists workers to staff the child care area.
- ☐ Child Care Committee sets child care policies.
- ☐ Finance Committee has raised 100 percent of the money for the expense budget.
- ☐ Finance Committee begins sending weekly financial reports to participating churches and will continue until the end of the crusade.
- ☐ Music Committee obtains all copies of music, materials, and supplies related to the music ministry.
- ☐ Prayer Committee conducts pastor's prayer retreat.
- ☐ Publicity Committee distributes brochures, bulletins, bulletin inserts, bumper stickers, flyers/handbills, posters, and stickers.
- ☐ Special Population committee schedules two interpreters for the hearing impaired for each crusade service.
- ☐ Special Population Committee works with the Arrangements Committee to provide special seating in the crusade facility for physically challenged people.
- ☐ Special Population Committee works with the Ushers/Parking Committee to provide special areas in the parking lot for physically challenged people.
- ☐ Ushers/Parking Committee determines the number of ushers and parking attendants needed at each crusade service.
- ☐ Ushers/Parking Committee prepares or secures diagrams of the crusade facility and the crusade parking area.
- ☐ Youth Committee holds the youth crusade rally.
- ☐ Youth Committee promotes youth activities during crusade week.
- ☐ Youth Committee promotes and plans youth visitation and enlistment.

5 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Arrangements Committee plans for platform banners and flowers.
- ☐ Arrangements Committee rents a public address system.
- ☐ Attendance Committee arranges for Sunday School lessons on soul-winning to be taught in youth and adult classes in all churches.
- ☐ Attendance Committee encourages each church to participate in visitation penetration during the two weeks before the crusade.
- ☐ Attendance Committee plans a "Contact Every Church Member Visitation" to invite all church members to the crusade.

5 WEEKS BEFORE CRUSADE (CONT.)

- ☐ Child Care Committee publicizes child care arrangements in the crusade newsletter and all other publicity materials.
- ☐ Music Committee submits a list of crusade choir members to the Crusade Steering Committee associate chairperson.
- ☐ Publicity Committee runs television, radio, and newspaper advertising.
- ☐ Special Population Committee works with the Publicity Committee to publicize the provisions made for physically challenged people at the crusade.
- ☐ Ushers/Parking Committee completes the enlistment of ushers and parking attendants.
- ☐ Ushers/Parking Committee purchases offering buckets and other supplies.
- ☐ Youth Committee works with the Prayer Committee to have youth prayer meetings at the same time of the in-church prayer meetings.

4 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Arrangements Committee consults with the Music Committee chairperson to provide adequate seating for the choir.
- ☐ Arrangements Committee consults with the Counseling/Follow-Up Committee chairperson to provide and prepare a counseling area or room.
- ☐ Arrangements Committee prepares for a secured counting room to be used by the Finance Committee to count the offering.
- ☐ Arrangements Committee secures tables, chairs, and other equipment needed by the Ushers/Parking Committee.
- ☐ Attendance Committee enlists and trains telephone invitation callers.
- ☐ Attendance Committee promotes attendance of special guests at the crusade.
- ☐ Child Care Committee plans Bible learning activities for older preschoolers.
- ☐ Child Care Committee schedules workers to provide child care for the crusade choir rehearsals.
- ☐ Counseling/Follow-up and Arrangements Committees finalize details for the counseling area.
- ☐ Finance Committee orders materials needed for the offerings.
- ☐ Hold the crusade rally.
- ☐ Music Committee plans and publicizes two choir rehearsals.
- ☐ Publicity Committee distributes brochures, bulletins, bulletin inserts, Bumper stickers, flyers/handbills, posters, and stickers.
- ☐ Special Population Committee works with the Publicity Committee to publicize the provisions made for physically challenged people at the crusade.
- ☐ Ushers/Parking Committee trains the ushers and parking attendants.

3 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Arrangements Committee checks with all committee chairpersons to verify any need for equipment at the crusade site.
- ☐ Attendance Committee encourages churches to travel to the crusade in a caravan of cars or buses and sit together.
- ☐ Publicity Committee erects street/highway billboard(s) according to the rental agreement in your area.
- ☐ Publicity Committee runs television, radio, and newspaper advertising.
- ☐ Special Population Committee works with the Publicity Committee to publicize the provisions made for physically challenged people at the crusade.
- ☐ Ushers/Parking Committee sets procedures at the crusade site.
- ☐ Youth Committee works with the Prayer Committee to have youth prayer meetings at the same time of the in-church prayer meeting.

2 WEEKS BEFORE CRUSADE

Date: _____

- ☐ Attendance Committee conducts visitation penetration in each church.
- ☐ Child Care Committee provides child care for choir rehearsals.
- ☐ Choir rehearses.
- ☐ Prayer Committee organizes the prayer chain.
- ☐ Publicity Committee displays posters in churches.
- ☐ Publicity Committee distributes brochures, bulletins, bulletin inserts, bumper stickers, flyers/handbills, posters, hymnal covers, and stickers.
- ☐ Publicity Committee sets up a large sign at the crusade site.
- ☐ Publicity Committee sets up mini-billboards on church properties.
- ☐ Ushers/Parking Committee distributes copies of the floor plan with nightly assignments to ushers.
- ☐ Ushers/Parking Committee distributes copies of the parking area with nightly assignments to parking attendants.

1 WEEK BEFORE CRUSADE

Date: _____

- ☐ Attendance Committee conducts visitation penetration in each church.
- ☐ Child Care Committee provides child care for choir rehearsals.
- ☐ Choir rehearses.
- ☐ Publicity Committee distributes posters to businesses and church members.
- ☐ Publicity Committee runs television, radio, and newspaper advertising.
- ☐ Youth Committee works with the Prayer Committee to have youth prayer meetings at the same time of the in-church prayer meetings.

4 DAYS BEFORE CRUSADE

Date: _____

- ☐ Publicity Committee runs radio, television, and newspaper advertising.

3 DAYS BEFORE CRUSADE

Date: _____

- ☐ Publicity Committee runs radio, television, and newspaper advertising.

2 DAYS BEFORE CRUSADE

Date: _____

- ☐ Attendance Committee makes sure telephone invitation callers make calls.
- ☐ Publicity Committee runs radio, television, and newspaper advertising.

1 DAY BEFORE CRUSADE

Date: _____

- ☐ Attendance Committee makes sure telephone invitation callers make calls.
- ☐ Prayer Committee conducts prayer chain at the crusade site.
- ☐ Publicity Committee runs radio, television, and newspaper advertising.

CRUSADE WEEK

Date: _____

- ☐ Child Care Committee provides care one hour before services.
- ☐ Counseling/Follow-up Committee arranges for and administers counseling.
- ☐ Counseling/Follow-up Committee processes commitment information and makes referrals to the churches.
- ☐ Finance Committee promotes the love offering for the evangelistic team nightly.
- ☐ Choir rehearses one hour before each service.
- ☐ Publicity Committee runs radio, television, and newspaper advertising.

FIRST DAY OF CRUSADE

Date: _____

- ☐ Have Crusade Sunday in participating churches.

THIRD DAY OF CRUSADE

Date: _____

- ☐ Publicity Committee runs radio, television, and newspaper advertising.

FOURTH DAY OF CRUSADE

Date: _____

- ☐ Attendance Committee makes sure telephone invitation callers make calls to church people, prospects, and the general public.
- ☐ Publicity Committee runs radio, television, and newspaper advertising.

1 WEEK AFTER CRUSADE

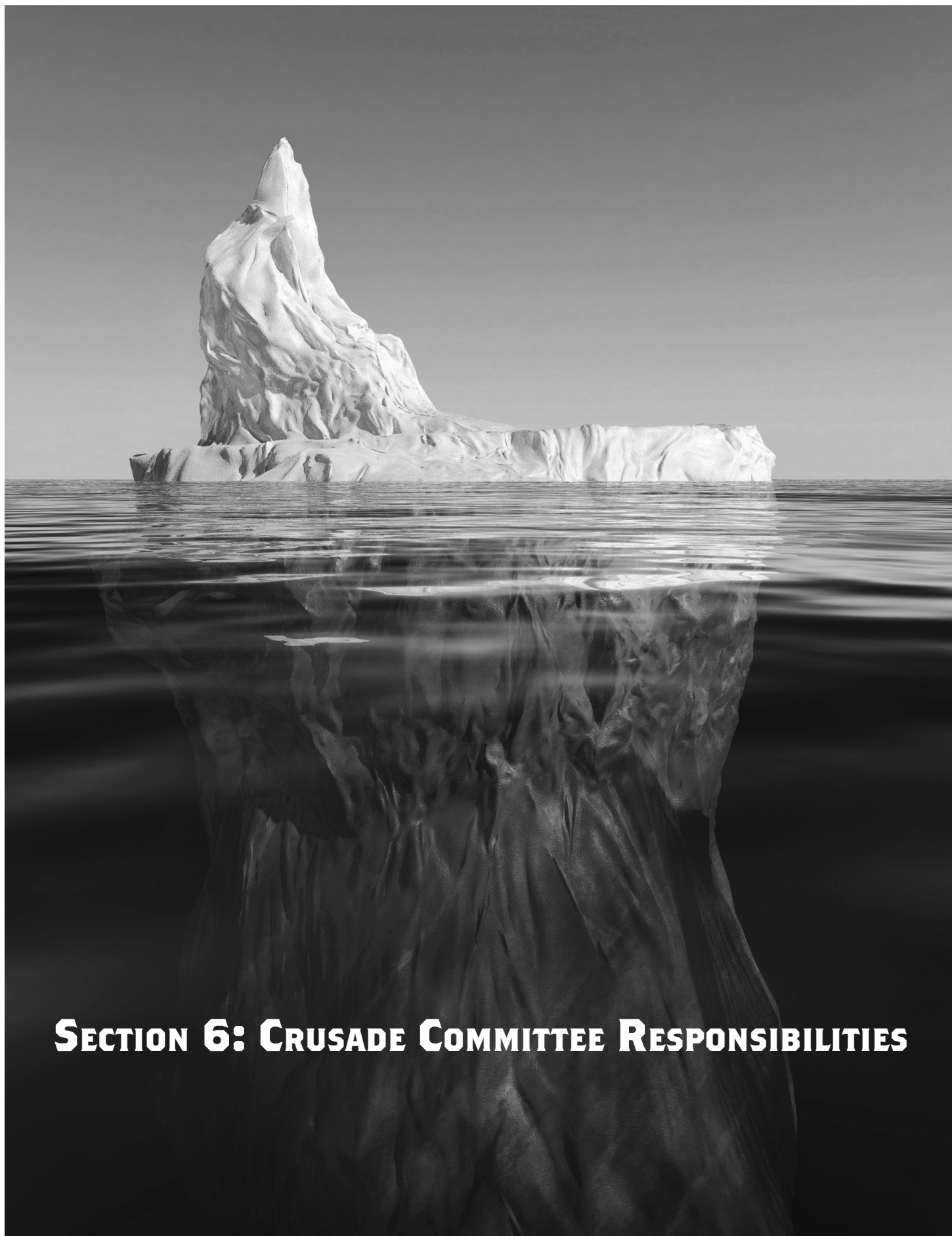
Date: _____

- ☐ Crusade Steering Committee meets to tabulate and evaluate results of the crusade, and sends reports to all participating churches.
- ☐ Crusade Steering Committee holds a thanksgiving service for the Lord's blessings.
- ☐ Counseling/Follow-up Committee encourages and assists churches in the follow-up emphasis.
- ☐ The Telephone Committee calls everyone who made a decision to make sure they have been followed-up with.

4 WEEKS AFTER CRUSADE

Date: _____

- ☐ Finance Committee makes a final report which includes an audit by the Crusade Steering Committee to verify all receipts and expenditures.
- ☐ The Telephone Committee calls everyone who made a decision to make sure they have been followed-up with.



SECTION 6: CRUSADE COMMITTEE RESPONSIBILITIES



MINISTERS COMMITTEE

RESPONSIBILITY ASSIGNMENT

Chairperson: _____

The Ministers Committee will relate to the Steering Committee Chairperson. Any funding needed will be provided by the Steering Committee.

The function of this committee has proven to be the most effective means of involving the maximum number of ministers and communicating information to the clergy, especially for larger crusades (festivals, celebrations, etc.). Through a carefully organized geographic system of Regional and District Chairs, liaison (through personal visits, telephone, e-mail, and fax communication channels) can be established to personally reach the ministers throughout the entire crusade area in a very short period of time. The Ministers Committee should encourage every pastor and church to have an "Operation Andrew" Sunday. See page 6:22 for more information on "Operation Andrew."

MINISTERS CHAIR

The chairperson of this committee should be an outstanding pastor who is recognized for his leadership by other area ministers. This is a very important working committee chair. The successful cooperation of other pastors in the area will depend on his leadership and efforts in supporting the work of this crusade.



ARRANGEMENTS COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

CHAIRPERSON: _____

Objective: The Arrangements Committee acquires and assembles all properties needed to conduct the crusade, makes the facility attractive, protects and cares for all properties, and makes lodging reservations for the evangelistic team and guest personalities.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Secure crusade site for the crusade and crusade rally according to the specifications given by the Crusade Steering Committee chairperson and/or evangelist. This includes pulpit, platform, counseling room, and seating.	(Week 12)	_____	_____	_____
2. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
3. Make arrangements for liability insurance for the crusade and crusade rally.	(Week 6)	_____	_____	_____
4. Make reservations for suitable accommodations for the evangelistic team and guest personalities for the crusade and crusade rally.	(Week 6)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
5. Make arrangements for local transportation for the crusade personnel during the crusade and crusade rally.	(Week 6)	_____	_____	_____
6. Make security arrangements for the crusade site and crusade rally site	(Week 6)	_____	_____	_____
7. Plan for banners, flowers, and other items to make the platform attractive.	(Week 5)	_____	_____	_____
8. Rent and plan to set up an adequate public address system if one is not part of the facility.	(Week 5)	_____	_____	_____
9. Consult with the Music Committee chairperson to provide adequate seating for the choir.	(Week 4)	_____	_____	_____
10. Consult with the Counseling/ Follow-Up Committee to prepare a counseling area.	(Week 4)	_____	_____	_____
11. Secure tables, chairs and other equipment needed by the Ushers/Parking Committee.	(Week 4)	_____	_____	_____

**RESPONSIBILITIES**

	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
12. Prepare a secured counting room to be used by the Finance Committee to count the offering.	(Week 4)	_____	_____	_____
13. Check with all committee chairpersons to verify any need for equipment at the crusade site.	(Week 3)	_____	_____	_____

ARRANGEMENTS COMMITTEE BUDGET REQUEST FORM



FACILITIES

Grounds/Auditorium Rental	\$ _____	
Seating	\$ _____	
Platform	\$ _____	
Pulpit	\$ _____	
Public Address System	\$ _____	
Tables	\$ _____	
Utilities	\$ _____	
Ushers/Parking Equipment	\$ _____	
Other	\$ _____	
Other	\$ _____	
FACILITIES TOTAL		\$ _____

ATTRACTIVENESS

Decoration Materials	\$ _____	
Floral Arrangements	\$ _____	
Other	\$ _____	
Other	\$ _____	
ATTRACTIVENESS TOTAL		\$ _____

SECURITY

Security Guard	\$ _____	
Liability Insurance	\$ _____	
Other	\$ _____	
Other	\$ _____	
SECURITY TOTAL		\$ _____

CRUSADE RALLY

Grounds/Auditorium Rental	\$ _____	
Seating	\$ _____	
Platform	\$ _____	
Pulpit	\$ _____	
Public Address System	\$ _____	
Utilities	\$ _____	
Other	\$ _____	
Other	\$ _____	
CRUSADE RALLY TOTAL		\$ _____



CRUSADE LOCAL EXPENSES FOR THE CRUSADE TEAM & GUESTS

EVANGELIST

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

MUSIC EVANGELIST

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

MUSICIAN

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

OTHER CRUSADE PERSONALITIES

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

OTHER CRUSADE PERSONALITIES

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

CRUSADE LOCAL EXPENSES TOTAL

\$ _____

CRUSADE RALLY LOCAL EXPENSES FOR THE CRUSADE TEAM & GUESTS

EVANGELIST/SPEAKER

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

MUSIC EVANGELIST

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

OTHER CRUSADE RALLY PERSONALITIES

Lodging _____ days at \$ _____ \$ _____
Meals _____ days at \$ _____ \$ _____
Transportation _____ days at \$ _____ \$ _____

CRUSADE RALLY LOCAL EXPENSES TOTAL

\$ _____

ARRANGEMENTS COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

ATTENDANCE COMMITTEE



RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Attendance Committee locates the prospects; emphasizes the need for evangelistic concern, soul-winning, and warm evangelistic preaching; encourages the members of the individual churches to be active in witnessing before and during the crusade; and encourages and motivates the churches to have their own members, as well as unsaved people, in attendance at the crusade.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
2. Encourage the deacons to visit all church families.	(Week 10)	_____	_____	_____
3. Encourage, assist, and motivate each church to complete or update its prospect file.	(Week 8)	_____	_____	_____
4. Encourage each pastor to preach on personal witnessing on Sunday(s) and to conduct Bible studies on the same subject at prayer meetings.	(Week 6)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
5. Involve all churches in teaching Sunday School lessons on personal witnessing for all adult and youth classes.	(Week 5)	_____	_____	_____
6. Plan a "Contact Every Church Member Visitation" to invite all church members to the crusade; to encourage them to bring non-Christian friends, relatives, and neighbors; and to involve them in the final days of preparation.	(Week 5)	_____	_____	_____
7. Encourage each church to participate in visitation penetration during the two weeks before the crusade.	(Week 5)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
8. Enlist and train telephone invitation callers in each participating church. Sample conversations are included on page 6:10. Obtain local telephone directories that list names by the street to obtain lists of people to call in your area.	(Week 4)	_____	_____	_____
9. Promote attendance of special guests at the crusade (public officials, community leaders, etc.)	(Week 4)	_____	_____	_____
10. Encourage churches to travel to the crusade in a caravan of cars or buses and sit together.	(Week 3)	_____	_____	_____
11. Conduct visitation penetration in each church.	(Weeks 2-1)	_____	_____	_____
12. Make telephone invitation calls	(1-2 Days)	_____	_____	_____
13. Make telephone invitation calls	(Day 4 of crusade)	_____	_____	_____



SAMPLE CONVERSATIONS FOR TELEPHONE INVITATION CALLERS

THE FIRST CALL TO CHURCH MEMBERS AND PROSPECTS

"Hello, ___(person's name)___, my name is ___(your name)___ . I am calling to ask if anyone has personally invited you to the ___(name of crusade)___ Crusade which begins ___(date of first service)___ at the ___(crusade location)___ ?"

(Pause for an answer.)

"I want to let you know about the crusade services. It has already been exciting for me and for our church as we have been praying for the days ahead. As you may know, these meetings will continue through ___(date)___ at ___(time)___ each night. I would like to extend to you a personal invitation to attend these services. Thank you for letting me talk to you about the crusade."

THE SECOND CALL TO CHURCH MEMBERS, PROSPECTS, AND TO THE GENERAL PUBLIC

"Mr./Mrs. ___(name)___ , my name is ___(your name)___ . I am calling to ask if anyone has personally invited you to the ___(name of crusade)___ Crusade meeting this week at the ___(crusade location)___ at ___(time)___ each night.

(Pause for an answer.)

I want to let you know how much the crusade has meant to me the past few nights. I have been inspired by the tremendous music and preaching. As you probably know, the crusade meetings continue through next ___(day/date)___ at ___(time)___ each night. I would like to extend to you a personal invitation to attend these services. Come and be with us in the crusade. Thanks for letting me tell you about this."

If you are speaking to an unchurched person, and the conversation opens the possibility, you could add: "May I tell you about the greatest thing that has ever happened to me?" Proceed by sharing information about the following points in your personal testimony.

1. My life before receiving Jesus.
2. How I realized I needed Jesus.
3. How I received Jesus.
4. How Jesus makes my life meaningful.

Your personal testimony is something unique. Share with others what the Lord has done for you.

ATTENDANCE COMMITTEE BUDGET REQUEST FORM



Office Supplies	\$ _____
Printing	\$ _____
Postage	\$ _____
"Steps to Peace with God"	\$ _____
Telephone Directories	\$ _____
Other	\$ _____
Other	\$ _____

ATTENDANCE COMMITTEE ESTIMATED TOTAL \$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.



CHILD CARE COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Child Care Committee provides adequate nursery facilities for children of adults who will be attending the crusade rally, choir rehearsals, and the crusade.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
2. Arrange for facilities with necessary equipment to provide for the children.	(Week 6)	_____	_____	_____
3. Enlist workers to staff the child care area.	(Week 6)	_____	_____	_____
4. Set child care policies. (Obtain policies from one of the churches in the area and use them as a guideline.)	(Week 6)	_____	_____	_____
5. Arrange for child care facilities for the crusade rally.	(Week 6)	_____	_____	_____
6. Publicize child care arrangements in the crusade newsletter and all publicity materials.	(Week 5)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
7. Schedule workers to provide child care for crusade choir rehearsals.	(Week 4)	_____	_____	_____
8. Plan Bible learning activities for older preschoolers.	(Week 4)	_____	_____	_____
9. Provide child care for choir rehearsals.	(Week 2-1)	_____	_____	_____
10. Provide child care one hour before crusade services.	(Crusade week)	_____	_____	_____



CHILD CARE COMMITTEE BUDGET REQUEST FORM



FACILITIES

Rent \$ _____
Utilities \$ _____
Janitor/Supplies \$ _____
Other \$ _____
Other \$ _____

FACILITIES TOTAL

\$ _____

SUPPLIES

Diapers and Baby Products \$ _____
First Aid \$ _____
Other \$ _____
Other \$ _____

SUPPLIES TOTAL

\$ _____

REFRESHMENTS

Drinks \$ _____
Cookies/Crackers \$ _____
Paper Products (Napkins, cups, etc.) \$ _____
Other \$ _____
Other \$ _____

REFRESHMENTS TOTAL

\$ _____

CHILD CARE COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.



COUNSELING/FOLLOW-UP COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Counseling/Follow-up Committee enlists and provides for the training of the personnel for counseling and follow-up of those making commitments at the crusade rally and crusade.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Estimate costs for all items listed on this worksheet and the Budget Request Form Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
2. Schedule and promote counselor training.	(Week 10)	_____	_____	_____
3. Enlist counselors to provide counseling at the crusade and follow-up. (Need to train at least enough people to equal 10 percent of the anticipated nightly attendance.)	(Week 10)	_____	_____	_____
4. Order Counseling Materials. (see p.6:22)	(Week 8)	_____	_____	_____
5. Train counselors	(Week 5)	_____	_____	_____
6. Work with Arrangements Committee for counseling room set-up.	(Week 4)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
7. Arrange for and administer the counseling during the crusade.	(Crusade week)	_____	_____	_____
8. Process the information concerning those who made commitments. Make referrals to churches.	(Crusade week)	_____	_____	_____
9. Encourage churches and assist them as needed in the follow-up emphasis	(After crusade)	_____	_____	_____



GUIDELINES FOR ENLISTING COUNSELING/FOLLOW-UP COMMITTEE MEMBERS

COUNSELOR QUALIFICATIONS

1. Enlist mature church members approved by the pastor. Church members who have been trained in credible witness training are good individuals to enlist for counselors.
2. You will need more counselors under 40 years of age than over, and slightly more women than men. Enlist youth age 13 and above as counselors.
3. Crusade choir members and ushers can serve as counselors.

RECRUITING COUNSELORS

1. The pastor of the local church should assist in selecting church members to serve as counselors
2. The invitation should be personal, preferably a face-to-face enlistment.
3. Complete this task 10 days before the counselor training session. A list of names, addresses, and telephone numbers of all counselors should be given to the Crusade Steering Committee chairperson. Add these names to the mailing list for the crusade newsletter.

INSTRUCTIONS FOR THE COUNSELING/FOLLOW-UP COMMITTEE



GENERAL INSTRUCTIONS

1. All members of the Counseling/Follow-up Committee will serve as counseling advisors during the crusade.
2. You should be thoroughly familiar with the "Instructions for Counselors" on pages 6:20-6:21.
3. Your responsibilities begin during the invitation as inquirers come forward and stand at the front of the stage.
4. You may sit with your family or friends.
5. Wear your badge on your left side lapel to identify yourself.

HELPING DURING THE INVITATION

1. Some counseling advisors will assist with pairing inquirers and counselors.
2. As inquirers come forward, with a nod of your head or a slight motion, signal a counselor to stand by a certain inquirer. Try to match gender and age.
3. Pair counselors with inquirers further as they walk toward the altar or counseling area.

WHEN COUNSELORS ARE TALKING WITH THE INQUIRER

1. Be alert for counselors who would like your help in an interview. If your help is not requested, do not interrupt.
2. Be on the lookout for any situation where help or advice is needed, such as:
 - a. A counselor bothered by a friend or relative of the inquirer. (They can usually be asked to wait in the back or in the main part of the building.)
 - b. Counselors who seem to be in difficulty. (This counselor probably needs you to interrupt.)
3. Help keep things quiet during counseling time.
4. Collect commitment cards as inquirers and counselors finish.



INSTRUCTIONS FOR COUNSELORS

GENERAL INSTRUCTIONS

1. Always bring a Bible.
2. Pin your badge over your heart.
3. Attend the counselor prayer meeting/briefing session before each service.
4. After the pre-service counselor prayer meeting/briefing each night pick up "My Commitment" "Living in Christ" to give to each person who makes a commitment. Return unused materials.
5. Dress conservatively and always have (and use) breath mints.
6. Smile and be loving as you work with inquirers.
7. Attend every crusade service if possible. The one you miss may be the one in which your qualifications are most needed.
8. You are required to attend the counselor training sessions.
9. Pray for the crusade services from the time you are enlisted.
10. Each counselor will work with inquirers of their own gender, and as much as possible, with those of the same age group.
11. Never interrupt another counselor.
12. Inquirers will be confiding in you. Do not betray their confidence.
13. Deal with only one inquirer at a time whenever possible, but be prepared to counsel more than one inquirer if asked.

SEATING IN THE AUDITORIUM

1. Report to your counseling advisor. Your family may sit with you.
2. If you are in the choir, watch for a possible commitment among choir members. The crusade choir director will indicate when you are to respond to serve as a counselor.
3. All counselors not assigned to an inquirer after the invitation should move to the front and/or the counseling area after the invitation.

WHEN THE INVITATION BEGINS

1. Keep your eyes on your counseling advisor who, with a nod of the head or a slight motion, will indicate the inquirer you are to accompany and counsel.
2. Move from your seat quietly and promptly follow your assigned inquirer to the altar.
3. Stand behind your assigned inquirer with your head bowed in prayer. Do not look around to see who is coming, but continue to pray.

AT THE ALTAR

1. Be alert to signals from the counseling advisor working at the altar. Respond quickly to a nod.
2. Tactfully move as close as possible to the platform with your inquirer.
3. Stand quietly until the signal is given from the platform. You will have opportunity to talk in counseling.
4. When the invitation is over, introduce yourself to the person you are to counsel.



HELPING THE INQUIRER IN THE COUNSELING AREA

1. Seek to put the inquirer at ease immediately. Write the name of the inquirer on the "My Commitment" card and use their name in conversation.
2. If the inquirer is in a hurry, speak accordingly.
3. Avoid doctrinal discussions and never argue.
4. Keep your voice low so you do not disturb others.
5. Do not waste time. Get to the point of the discussion quickly.
6. Be positive in dealing with the person.
7. Do not use "religious" phrases.
8. Do not be alarmed by outward emotional reactions.
9. Take the inquirers only as far as they are willing to go.
10. Invest your time in willing hearts (people who are responsive).
11. Learn to LISTEN. Seek to discuss the inquirer's true need.
12. Be certain that the inquirer understands the commitment made.
13. Preferably do not kneel or touch the inquirers while working with them.
14. Introduce the inquirer DIRECTLY TO CHRIST.
15. When the inquirer is ready to make a commitment pray with him or her.
16. If you need more time than is available, make a date to meet with the inquirer later.

FILLING OUT THE "COMMITMENT CARD"

1. After writing the person's name on the decision card, complete all counseling before completing the remainder of the card.
2. Print legibly. THIS IS IMPORTANT FOR FOLLOW-UP.
3. Fill out the card completely. If you cannot obtain certain information, put a dash (-) in that space. DO NOT LEAVE A BLANK SPACE.
4. Estimate the age if it seems unwise to ask.
5. Get the complete home mailing address and telephone number.
6. Mark only one commitment. If commitment description does not fit, write the type of commitment in the space provided.
7. Be sure to get A LOCAL CHURCH PREFERENCE. THIS IS VERY IMPORTANT!
8. Put down the stated preference even if it is a cult.
9. If special information is written on the back side, indicate that fact in the lower left-hand corner on the front of the card.
10. Be sure your name and telephone number are on the bottom of the card.
11. After you have filled out the card, introduce the inquirer to others and give the commitment card to the Counseling/Follow-up Committee chairperson.

FOLLOW-UP

1. Contact the inquirer (preferable in person, but at least by telephone) within 48 hours. Ask if they have any questions.
2. Continue to help the inquirer get involved in church.
3. You may want to continue follow-up with visits or phone calls until the individual is related to a local church.
4. Pray daily for each one you have counseled about making a commitment. Keep a list of these names.



1. The "Christian Life & Witness Course" is a four-part study designed to help Christians revitalize their own faith and share it with others.
2. "Living in Christ" contains a copy of the gospel of John. It also contains four Bible study lessons based on verses from John and other Bible books. Lesson titles include Knowing Christ, Growing in Christ, Obeying Christ and Witnessing for Christ.
3. "My Commitment" card to be used with inquirers.
4. "Steps to Peace With God" witnessing booklet.
5. "Operation Andrew Cards" are designed to guide believers in praying for the salvation of several lost people then inviting them to the crusade. Below is a reproducible version. Adapt this for your crusade or purchase the complete version from the Billy Graham Evangelistic Association (www.bgea.org)

List the names of at least five people whom you would like to see receive Christ as Savior and whom you will commit to a) pray for daily; b) invite to the evangelistic event. Keep this card with you, or in a very visible place, and pray often!

Sample Operation Andrew Bookmark:

[illegible]

DAILY RECAP OF CRUSADE COMMITMENTS



Crusade Name _____ Date _____

City _____ State _____

Evangelist _____

Attendance Today _____

Cumulative Total: Attendance _____

Number of Commitment Cards Received _____

STATISTICS ACCORDING TO GENDER	Male	Female	Totals
Card Count			
Percentage			

STATISTICS ACCORDING TO AGE GROUP	0-11	12-19	20-29	30-39	40-up	Total
Card Count						
Percentage						

STATISTICS ACCORDING TO COMMITMENT	Receive Christ	Assurance of Salvation	Rededication	Other	Total
0-11					
12-19					
20-29					
30-39					
40-up					
Totals					
Percentage					



SAMPLE COUNSELOR REGISTRATION CARD

COUNSELOR REGISTRATION CARD

Name _____

Address _____

City _____ State _____ ZIP _____

Phone: (home) _____ (business) _____

_____ I WILL serve as a counselor for the _____ Crusade.

_____ I WILL attend the counselor training sessions. (Attendance is required of all who serve as counselors.)

_____ I WILL serve as a counselor at the crusade rally.

_____ I WILL be present in the opening service of the crusade.

COUNSELING/FOLLOW-UP COMMITTEE BUDGET REQUEST FORM



COUNSELING AND FOLLOW-UP MATERIALS

Badges	\$ _____
Printing Costs	\$ _____
Office Supplies	\$ _____
"Operation Andrew" Cards	\$ _____
My Commitment	\$ _____
Steps to Peace with God	\$ _____
Christian Life and Witness	\$ _____
Other	\$ _____

COUNSELING AND FOLLOW-UP MATERIALS ESTIMATED TOTAL

\$ _____

COUNSELING COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.



FINANCE COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Finance Committee finalizes and administers the crusade budget.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Establish the crusade account and handle all money for the crusade.	(Week 12 until after the crusade)	_____	_____	_____
2. Estimate costs for all items listed on this worksheet and the Budget Request Form.	(Week 10)	_____	_____	_____
3. Obtain all budget requests from committees. Finalize the expense budget.	(Week 10)	_____	_____	_____
4. Crusade Steering Committee approves final budget.	(Week 9)	_____	_____	_____
5. Raise 100 percent of the money for the expense budget.	(Week 6)	_____	_____	_____
6. Make weekly financial reports to participating churches.	(Week 6 through end of crusade)	_____	_____	_____
7. Order materials needed for the offerings.	(Week 4)	_____	_____	_____
8. Promote the love offering for the evangelistic team nightly.	(Crusade week)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
9. Make a final report which will include an audit by the Crusade Steering Committee to verify all receipts and expenditures.	(Four week after crusade)	_____	_____	_____



FINANCE COMMITTEE BUDGET REQUEST FORM

OFFICE SUPPLIES

Bookkeeping	\$ _____	
Envelopes	\$ _____	
Check Printing	\$ _____	
Checking Account Costs	\$ _____	
Other	\$ _____	
Other	\$ _____	
OFFICE SUPPLIES TOTAL		\$ _____

TREASURER'S BOND

Treasurer's Bond	\$ _____	
Other	\$ _____	
Other	\$ _____	
TREASURER'S BOND TOTAL		\$ _____

OFFERING SUPPLIES

Expense Budget Envelopes	\$ _____	
Love Offering Envelopes	\$ _____	
Offering Buckets	\$ _____	
Other	\$ _____	
Other	\$ _____	
OFFERING SUPPLIES TOTAL		\$ _____

FINANCE COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

FINANCE COMMITTEE CRUSADE EXPENSE BUDGET



	AMOUNT REQUESTED	AMOUNT PROPOSED (FOR APPROVAL)
Crusade Steering Committee	\$ _____	\$ _____
Arrangements Committee	\$ _____	\$ _____
Attendance Committee	\$ _____	\$ _____
Child Care Committee	\$ _____	\$ _____
Counseling Committee	\$ _____	\$ _____
Finance Committee	\$ _____	\$ _____
Music Committee	\$ _____	\$ _____
Prayer Committee	\$ _____	\$ _____
Publicity Committee	\$ _____	\$ _____
Special Population Committee	\$ _____	\$ _____
Ushers/Parking Committee	\$ _____	\$ _____
Youth Committee	\$ _____	\$ _____
Subtotal	\$ _____	\$ _____
Contingency (10% of subtotal)	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

Note: This budget should be approved by the Crusade Steering Committee. The Finance Committee chairperson will send copies to each member of the Crusade Steering Committee, each member of the Finance Committee, and each member of the evangelistic team.



MUSIC COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Music Committee enlists the choir members for the crusade choir and other music personnel needed for the crusade (except the crusade music evangelist). The Music Committee is responsible for music materials, supplies, and instruments.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
2. Secure rental of a piano, organ, or other instruments needed.	(Week 10)	_____	_____	_____
3. Begin enlisting the members of the crusade choir from participating churches. (Work with the minister of music in each church to set a goal for participation.)	(Week 9)	_____	_____	_____
4. Obtain all copies of music, materials, and supplies related to the music ministry.	(Week 6)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
5. Provide the Crusade Steering Committee associate chairperson with a list of names and addresses of crusade choir members. Place these names on the mailing list for the crusade newsletter.	(Week 5)	_____	_____	_____
6. Plan and publicize two choir rehearsals.	(Week 4)	_____	_____	_____
7. Choir rehearses	(Weeks 2-1)	_____	_____	_____
8. Choir rehearses one hour before each service.	(Crusade week)	_____	_____	_____



SAMPLE CRUSADE CHOIR/USHER REGISTRATION CARD

CRUSADE CHOIR/USHER REGISTRATION CARD

Please check: (You can serve as an usher and sing in the choir)

Choir: I sing: ☐ Soprano ☐ Alto ☐ Tenor ☐ Bass ☐ Usher

My Name _____

Address _____ Phone _____

City _____ State _____ ZIP+4 _____

Church _____

As a choir member or usher, you may also serve as a counselor. Ask the Counseling/Follow-up Committee chairperson in your church for more details. Please return this completed card to the Music Committee chairperson or Ushers/Parking Committee chairperson in your church or mail it to the crusade office as soon as possible, but no later than _____.

INSTRUCTIONS FOR MUSIC COMMITTEE MEMBERS



1. Chairperson of the Music Committee should work with your church ministers of music to develop a choir enlistment goal.
2. Compile a list of potential crusade choir members from your church.
 - a. Begin with those enrolled in your choir program.
 - b. Use both adults and youth.
 - c. Enlist capable people who may not be in the church choir program but are available for this special effort.
3. Take 25 to 50 percent more "Crusade Choir/Usher Registration Cards" than the enlistment goal.
4. Use face-to-face contact to enlist crusade choir members.
5. Ask for volunteers through announcements, church bulletin, and/or mail pieces.
6. Ask every member of the crusade choir to attend the crusade rally.
7. Two weeks before the crusade rally, submit a typed list of names and addresses of enlisted choir members to the Music Committee chairperson.
 - a. Place the names of the choir members on the mailing list of the crusade newsletter.
 - b. The deadline for your list is _____.
 - c. Complete the choir enlistment by the time of the crusade rally.
8. Enlist as many people as needed to be certain of a full choir section each night of the crusade. Enlist 10 to 20 percent more for each night than the desired number due to "no-shows."
9. The crusade choir will rehearse one hour before the crusade service each night.
10. The Music Committee chairperson is available to help you.



MUSIC COMMITTEE BUDGET REQUEST FORM

CONGREGATIONAL MUSIC

Hymnals _____ at \$ _____ each

\$ _____

Song Sheets _____ at \$ _____ each

\$ _____

Other _____

\$ _____

Other _____

\$ _____

CONGREGATIONAL MUSIC TOTAL

\$ _____

CHOIR MUSIC

Hymnals _____ at \$ _____ each

\$ _____

Sheet Music _____

\$ _____

Other _____

\$ _____

Other _____

\$ _____

CHOIR MUSIC TOTAL

\$ _____

INSTRUMENT RENTAL

Piano _____

\$ _____

Organ _____

\$ _____

Insurance _____

\$ _____

Protective Covers _____

\$ _____

Other _____

\$ _____

Other _____

\$ _____

INSTRUMENTAL RENTAL TOTAL

\$ _____

MUSIC COMMITTEE

ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.



PRAYER COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Prayer Committee mobilizes church members in participating churches to pray daily for the crusade.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Encourage pastors and lay leaders to begin a prayer emphasis in each church.	(Week 10)	_____	_____	_____
2. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
3. Plan, promote, and conduct a pastors' prayer retreat.	(Weeks 10-6)	_____	_____	_____
4. Order prayer materials for each pastor and/or each church prayer leader.	(Week 9)	_____	_____	_____
5. Organize a continuous prayer chain at the crusade site.	(Week 2)	_____	_____	_____
6. Conduct prayer chain at crusade site. Begin at 8:00 a.m. the day before the crusade and continue for 12-16 hours.	(1 day before crusade)	_____	_____	_____



PRAYER COMMITTEE BUDGET REQUEST FORM

OFFICE SUPPLIES

Office Supplies

\$ _____

Postage

\$ _____

Other

\$ _____

Other

\$ _____

OFFICE SUPPLIES TOTAL

\$ _____

PRAYER COMMITTEE

ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

PUBLICITY COMMITTEE



RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Publicity Committee plans, encourages, supervises, and coordinates publicity/public relation efforts for the crusade using special materials, news releases, and personal involvement of individuals.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Begin development of publicity materials (materials should be completed by Week 8).	(Week 14)	_____	_____	_____
2. Use the church communication (bulletins, newsletters, organizational programs) to publicize the crusade.	(Week 12)	_____	_____	_____
3. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
4. Use the free communication media outside the churches to publicize the crusade.	(Weeks 10-9)	_____	_____	_____
5. Decide on, plan, and contract for advertising in the mass communication area.	(Weeks 10-9)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
6. Distribute publicity materials.	(Week 8)	_____	_____	_____
7. Begin distribution of news releases.	(Week 8)	_____	_____	_____
8. Distribute brochures, bulletins, bulletin inserts, bumper stickers, flyers/ handbills, posters, stickers.	(Weeks 6, 4, 2)	_____	_____	_____
9. Run television, newspaper, and radio ads.	(Weeks 5, 3, 1)	_____	_____	_____
10. Display posters in churches.	(Week 2)	_____	_____	_____
11. Set up mini-billboards on church properties.	(Week 2)	_____	_____	_____
12. Distribute flyers, handbills, and hymnal covers.	(Week 2)	_____	_____	_____
13. Set up a large sign at the crusade site.	(Week 2)	_____	_____	_____
14. Distribute posters to businesses and church members.	(Week 1)	_____	_____	_____
15. Have radio, television, and newspaper advertising.	(Crusade week)	_____	_____	_____
16. Yard Signs	(Crusade week)	_____	_____	_____

PUBLICITY COMMITTEE BUDGET REQUEST FORM



OFFICE SUPPLIES

Office Supplies \$ _____
Postage \$ _____
Other \$ _____
Other \$ _____

OFFICE SUPPLIES TOTAL

\$ _____

ADVERTISING MATERIALS

Artwork \$ _____
Billboards \$ _____
Brochures \$ _____
Bulletin Inserts \$ _____
Bulletins \$ _____
Bumper Stickers \$ _____
Flyers/Handbills \$ _____
Hymnal Covers \$ _____
Mailings \$ _____
Mini-billboards \$ _____
Posters \$ _____
Sign Painting \$ _____
Stickers \$ _____
Other \$ _____
Other \$ _____

ADVERTISING MATERIALS TOTAL

\$ _____

ADVERTISING IN THE MEDIA

Newspaper \$ _____
Radio \$ _____
Television \$ _____
Other \$ _____
Other \$ _____

ADVERTISING IN THE MEDIA TOTAL

\$ _____

PUBLICITY COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.



SPECIAL POPULATION COMMITTEE

RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Special Population Committee reaches individuals in special population groups (ethnic groups, senior citizens, people who are hearing impaired, visually impaired, physically challenged, in wheelchairs, or institutionalized; and others so that they might more easily attend the crusade rally and crusade).

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Enlist ethnic attendance at the crusade through the pastors of ethnic churches.	(Week 12)	_____	_____	_____
2. Consider the possibility of providing closed circuit television to some or all of the institutions, or tape the crusade so that it can be shown the next day or some other time in these institutions.	(Week 12)	_____	_____	_____
3. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee	(Week 10)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
4. Work with the Ushers/Parking Committee to provide special areas in the parking lot for physically challenged people.	(Week 6)	_____	_____	_____
5. Work with the Arrangements Committee to provide special seating in the crusade facility for physically challenged people.	(Week 6)	_____	_____	_____
6. Schedule two interpreters for the hearing impaired for each crusade service.	(Week 6)	_____	_____	_____
7. Work with the Publicity Committee to publicize the provisions made for special population groups at the crusade.	(Weeks 5-3)	_____	_____	_____



SPECIAL POPULATION COMMITTEE BUDGET REQUEST FORM

SPECIAL MATERIALS

Signs

\$ _____

Other

\$ _____

Other

\$ _____

SPECIAL MATERIALS TOTAL

\$ _____

SPECIAL POPULATION

COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

USHERS/PARKING COMMITTEE



RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Ushers/Parking committee directs traffic flow and parking at the crusade site; directs people to seats, distributes hymnals, song sheets, materials, and offering envelopes; receives the offering; and delivers the offering to the Finance Committee in the counting room.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
2. Begin enlistment of people to serve as ushers and parking attendants.	(Week 8)	_____	_____	_____
3. Prepare or secure from the property manager of the meeting place a floor diagram or floor plan of the crusade facility.	(Week 6)	_____	_____	_____
4. Prepare or secure a diagram of the crusade parking area from the crusade property manager.	(Week 6)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
5. Determine the number of parking attendants and ushers needed at each crusade service. Secure alternates for each service.	(Week 6)	_____	_____	_____
6. Purchase offering buckets and other supplies needed.	(Week 5)	_____	_____	_____
7. Complete enlistment of people to serve as ushers and parking attendants.	(Week 5)	_____	_____	_____
8. Train ushers and parking attendants.	(Week 4)	_____	_____	_____
9. Set procedures at the crusade site.	(Week 3)	_____	_____	_____
10. Distribute copies of floor plan with the nightly assignments to ushers.	(Week 2)	_____	_____	_____
11. Distribute copies of crusade parking area with nightly assignments to parking attendants.	(Week 2)	_____	_____	_____

Note: See page 6:32 for a Sample Choir/Usher Registration Card.

INSTRUCTIONS FOR USHERS



In most cases, the first contact people will have with anyone at the crusade site will be the parking attendants and ushers. You not only play a great part in contributing to their physical comfort, but you will be a major factor in creating an atmosphere of worship. Greet the people cordially, be sincere, smile, and welcome them heartily. Your friendliness and attitude will be contagious. You are tremendously important to the crusade and its outcome for the glory of Christ.

1. There are two task assignments for ushers (welcoming ushers and row ushers).
2. Be present for as many services as possible. One of the two task assignments will be made when you report to the usher's check-in each night.
3. General instructions:
 - A. Personal matters
 - ii. Dress neatly and conservatively.
 - iii. Always have (and use) breath mints.
 - iv. Smile to create a friendly atmosphere and to put people at ease.
 - v. Speak softly but clearly.
 - vi. Usher with respect and dignity, as if you were in your own church.
 - B. Do not permit unauthorized literature to be distributed.
 - C. Help keep the audience quiet.
 - D. Know the location of telephones, rest rooms, reserved sections, and other areas of importance so you can give directions.
 - E. Be prepared in case any person becomes ill or is injured.
 - F. Consult with the Ushers/Parking Committee chairperson if you are uncertain about what to do.
 - G. Turn in lost articles at the ushers check-in.
4. Report to the usher check-in 45 minutes before the service to receive your assignment.
 - A. Your usher badge should be displayed prominently.
 - B. Check to see if there are any special notices or instructions for each service.
 - C. After receiving your assignment, proceed to your station and follow the procedure for your particular task.
5. Task Assignments:
 - A. Row ushers
 - i. Before the service begins, be sure all signs and reserved sections are in order.
 - ii. If special delegations have not arrived 20 minutes before the beginning of the service and seating is becoming scarce, in consultation with the appropriate leadership, you may decide that the special delegation has forfeited their reserved seating.
 - iii. Be available to secure additional materials for the welcoming ushers, if needed.
 - iv. Stay in contact with the Ushers/Parking Committee chairperson for information and give reports about the seating situation in your area.
 - v. Assist with the receiving of all offerings.
 - a. Work with the Ushers/Parking Committee chairperson to determine how the offering envelopes will be distributed (e.g., inserted in bulletins or placed in seats).
 - b. Pick up offering containers, envelopes, and visitor's cards at the usher's check-in.
 - c. Place your offering container under the seat reserved for you.
 - d. Count the number of people in your area as you receive the offering.
 - e. Take all offering containers to the counting room for the Finance Committee.
 - f. Empty your offering container and be certain that nothing remains in it.
 - g. Return your emptied offering container to the usher's check-in.
 - h. Before leaving the usher's check-in area, count out the materials needed for the next service and place them in the container.
 - vi. Have your family or guests select seating near an entrance in your area and reserve a seat for you. You will still be in your area if you are needed.



- vii. After the service, check your area for materials or lost articles and take items to the usher's booth.
- viii. Tally attendance figures and turn in the attendance report to the Ushers/Parking Committee chairperson.
- ix. Be prepared to answer questions concerning rest rooms, reserved sections, telephones, and other areas of importance.
- x. Escort special delegations to the section reserved for them.

B. Welcome ushers

- xi. At the usher's check-in, pick up the materials you are to distribute as people come through the inside entrances.
- xii. Stand in a conspicuous place near the inside entrances.
- xiii. Greet each person warmly with a smile as you give them their materials.
- xiv. After your area is filled, notify the row ushers so they may direct people to other areas where seating is still available.
- xv. Remain at your position until the service has begun to advise people on available seating
- xvi. Hold latecomers at the entrances until it is appropriate to seat them.
- xvii. Have your family or guests select seating just inside the entrance near your assigned station and reserve a seat for you. You will still be available if you are needed.

INSTRUCTIONS FOR PARKING ATTENDANTS



In most cases, the first contact people will have with anyone at the crusade site will be the parking attendants and ushers. Your job is to help people park and move from their mode of transportation to crusade seating. You not only play a great part in contributing to their physical comfort, but you will be a major factor in creating an atmosphere of worship. Greet the people cordially, be sincere, smile, and welcome them heartily. Your friendliness and attitude will be contagious. You are tremendously important to the crusade and its outcome for the glory of Christ.

1. Be present for as many services as possible. If you cannot be present when you are scheduled to serve, call the committee chairperson.
2. General instructions
 - A. Personal matters
 - i. Dress neatly and conservatively.
 - ii. Always have (and use) breath mints.
 - iii. Smile to create a friendly atmosphere and put people at ease.
 - iv. Speak softly but clearly.
 - B. Be prepared in case any person becomes ill or is injured. In all cases secure the proper help (physician, nurse, or so on) before moving the person.
 - C. Turn in lost articles at the usher's check-in.
3. To receive your assignment, report to the parking attendants' check-in 45 minutes before the service begins.
 - A. Bring a reliable flashlight if you have one.
 - B. Your parking attendant badge should be visibly attached to your outer garment or, if using an arm band, around your upper right arm.
 - C. A white handkerchief or piece of cloth will be provided for you to use in directing cars.
 - D. Check to see if there are any special notices or instructions for each service.
 - E. After receiving your assignment, proceed to your station and follow the procedure for the particular task given you.
 - i. One person will be stationed at each driveway or entrance from the street into the parking lot to direct the traffic.
 - ii. In some situations where the parking lots are larger and/or the distance to be traveled by vehicles is more lengthy, a second person will be needed to direct traffic to the parking area.
 - iii. Two people will be in the parking area to direct the drivers into position.
 - F. If your assigned station is the area reserved for special delegations, be certain that signs marking it as such are in place.
 - i. Some people will need to be reminded that this is a reserved area.
 - ii. Direct the special delegations as given in the instructions.
 - G. Platform participants who have been cleared to use the reserved parking should be directed to that area immediately.
 - H. If police or other help is secured to direct traffic from the street into the driveways and at major intersections adjacent to the crusade site, work with them as they suggest.
 - I. Volunteer help should not be in public streets directing traffic.



USHERS/PARKING COMMITTEE BUDGET REQUEST FORM

GENERAL MATERIALS

Printing \$ _____
Ribbons/Badges/Pins \$ _____
Office Supplies \$ _____
Other \$ _____
Other \$ _____

GENERAL MATERIALS TOTAL

\$ _____

SIGNS AND BARRICADES

Direction Signs \$ _____
Reserved Section Signs \$ _____
Barricades \$ _____
Other \$ _____
Other \$ _____

SIGNS AND BARRICADES TOTAL

\$ _____

USHERS/PARKING COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

YOUTH COMMITTEE



RESPONSIBILITY ASSIGNMENT WORKSHEET

Chairperson: _____

Objective: The Youth Committee informs, enlists, challenges, and motivates the youth of the churches to be involved in crusade preparation and the crusade itself.

RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
1. Inform and encourage the youth of the churches about crusade activities in which they can be involved.	(Weeks 12-10)	_____	_____	_____
2. Estimate costs for all items listed on this worksheet and the Budget Request Form. Submit the Budget Request Form to the Finance Committee.	(Week 10)	_____	_____	_____
3. Plan a youth crusade rally for Week 6.	(Week 10)	_____	_____	_____
4. Enlist and train youth to participate in witnessing, prayer, counseling, and choir.	(Week 9)	_____	_____	_____
5. Plan three to five specific youth activities during the crusade.	(Week 9)	_____	_____	_____
6. Hold the youth crusade rally.	(Week 6)	_____	_____	_____



RESPONSIBILITIES	Date to be Assigned	Date Assigned	Person Assigned	Completed Date
7. Promote youth activities during crusade week.	(Week 6)	_____	_____	_____
8. Promote and plan youth visitation and enlistment.	(Week 6)	_____	_____	_____
9. Work with the Prayer Committee to have a youth prayer meeting at the time of the in-church prayer meetings.	(Weeks 5,3,1)	_____	_____	_____

YOUTH COMMITTEE BUDGET REQUEST FORM



GENERAL EXPENSES

Printing	\$ _____
Promotional Materials	\$ _____
Rally Expenses	\$ _____
Pizza Blast Food/Supplies	\$ _____
Special Guest Speaker	
a. Honorarium	\$ _____
Travel	\$ _____
Entertainment	\$ _____
b. Honorarium	\$ _____
Travel	\$ _____
Entertainment	\$ _____
Other	\$ _____
Other	\$ _____
Other	\$ _____

YOUTH COMMITTEE ESTIMATED TOTAL

\$ _____

Submitted by: _____ Date: _____

Note: Submit this form to the Finance Committee during week 10 before the crusade.

