

Job Descriptions for Campaign Committees

Based on a major Bible series

Admin Team

- Orders materials to be handed out to attendees (sermon outlines, decision cards, offering envelopes, gift books/CDs/DVDs, etc.)
- Buys pens/pencils for ushers
- Ensures that greeters are supplied with enough materials to pass out (like the lecture outlines) as attendees leave
- Makes DVD copies of the previous evening's sermon. This will be given out each night and also sold from the Resource Centre.
- Puts out a 'Question Box' for attendees to write their questions on (which the evangelist will answer from night to night)
- Designs an incentive structure (e.g., if 4 out of 5 nights attended, person qualifies for a *Steps to Christ*; or if person did not miss one evening in the whole series, he/she will be eligible to receive a free set of the presentations on DVD at the end of the series, etc).
- Makes available to attendees, on an A4 sheet, a printed schedule of the sermon headings that will be covered throughout the duration of the meetings. This nightly schedule gives an outline of the presentations and also specifies which nights are off.
- Puts up signs for the 'Reserved Seats' section. This section is usually the first few rows in the church/hall/auditorium and is reserved for those who have pre-registered. This section is only reserved for the first meeting and only for a limited period of time. Empty seats in the reserved section will be offered to regular attendees when the programme for the evening begins.
- Draws up a central schedule for all admin and support staff that includes the day, date, subject to be preached that night, type of appeal to be made (hand raising, decision card, etc), whether an altar call will be made or not, musicians, etc.
- Manages the whole registration and tracking process.
- *Note: Free tracking software can be downloaded at www.gospelharvest.org (This Amazing Facts' Software is still to be fully tested and adapted to the South African context)*

The purpose of tracking attendance is:

- To know which presentation/lecture each person has been exposed to
 - This assists in helping the visitation team to make more informed visits and know the progress of each attendee.
- To help track decisions, e.g., for the Sabbath, baptism, etc.
- To assist in setting up an email/sms database in order to stay in touch with attendees both during and after the campaign.

A note for the data entry personnel:

- Those chosen to be data capturers need to be organised, detailed people who have basic computer skills. They begin their work after each meeting has ended. The first night is usually the longest capturing night and requires the most number of hands.

- Cards from attendees have to be sorted out into SDA and non-SDA piles, depending on what people wrote under 'Church Affiliation' on their registration cards.
- All names are to be entered into the database but the SDA names are to be flagged. All unflagged names (ie. non-SDAs) are the particular focus of the campaign.
- Do not assume that because someone wrote 'Seventh-day Adventist' on their registration cards, that they are indeed members. Some who attend our churches from time to time, who were born SDA but later left or who have close family that are members, often write 'SDA.' Make certain that they are on the church books before you flag them as SDA (you could check the membership list from your local conference). If in doubt, always enter the name as non-SDA.
- An electronic profile will be made for each attending person in order to keep track of their attendance, decisions, visits, etc.
- On succeeding nights, new names will require full data entry, while existing names only need to be updated for attendance, decisions, etc.

Advertising Team

- Ensures that the campaign is well publicised both before and during the campaign (TV, radio, newspaper, outdoor, web, email, sms, etc.)
- Involved in the design of all advertising materials.

Bible School Team

- A Bible school maximises and reinforces the preached Word. It normally begins from the second or third night.
 - A separate table marked "Bible School" is set up, to which attendees are sent if they are interested in enrolling for a Bible course.
 - After registration a person will receive lesson 1.
 - Lesson 2 is given when the answer sheet of lesson 1 is returned. Students however will only receive the graded answer sheet of lesson 1 the day after they had handed that sheet in. Here is a typical scenario: **Night 1:** Student receives lesson 1, reads it and fills out answer sheet. **Night 2:** Returns answer sheet and gets lesson 2. **Night 3:** Receives graded answer sheet of lesson 1 and hands in answer sheet of lesson 2.
 - After the subject of the Sabbath is presented, two lessons can be given out at a time, but lessons should never be given which the evangelist has not covered.
- There are 2 teams at the Bible School:
 - Those who interact with the public - who explain the lessons, encourage people to register, take in answer sheets and give out the next lesson (s).
 - Those who grade lessons.
 - It is highly recommended that lessons be graded with special notes on them like "Well Done," "Excellent!", "Keep it up." Even 'smiley face' stickers or stars stuck on the answer sheet makes a significant difference. One grader said: 'A lady over 50 years looked forward to her sticker from night to night.'
- Makes sure that enough lessons are stocked.
- Ensures that the emcee invites attendees to register for the Bible school.

Baptism / Follow Up /Church Planting Team

Baptism

- Makes sure that the baptismal venue is booked
- If portable pools are going to be used, organises the logistics in getting them to the venue, as well as filling them up and emptying them afterwards
- Makes sure that there are enough baptismal certificates and that these have been accurately filled out and signed by the relevant persons.
- Ensures that there are sufficient baptismal robes for all candidates
- Gives a checklist to every candidate a few days prior to the baptism, of what is required for their big day (e.g. change of underwear, towel, plastic bag for wet clothing, camera, etc)
- Ensures that the personal details of every candidate is captured for the follow up process
- Depending on budget, this team can prepare a welcome pack for every candidate which could include, among other things, a Bible, a 28 Fundamental beliefs, hymnal, lesson book, etc.

Follow Up

- Helps in the process of integrating new members into either current churches or a new church plant
- Each local follow up coordinator is to gather a team around him or her. This team is to begin working about 3 months prior to the campaign, preparing all the things it needs so that when the baptism is done, they are ready to run.
- Organises the following things for new believers:
 - Socials
 - Resources for their spiritual growth (devotionals, lesson books, Spirit of Prophecy materials, etc)
 - Discipleship seminars
 - Spiritual mentors
 - Visitation
 - Weekly Bible class
 - Small groups (this is one of the most important follow up activities)
 - Discovery of their spiritual gifts
 - Training on how to reach their unsaved family and friends for Christ
- Ensures that each new believer is intentionally cared for and nurtured. Not one is to slip through the cracks.
- Those who attended the series but did not commit to baptism should also be cared for by the Follow Up team
- The follow up team is to work closely with the church board leadership, communicating all plans and events.

Church Planting team

- Comes up with a plan to find the best way to house new members.
 - In existing churches
 - Works closely with local pastors, elders and follow up coordinators to ensure that new members are well looked after
 - By planting a new church
 - Investigates a venue for the planting of this new church. Does so with wide consultation.
 - Investigates churches in that area that are up for sale

- Sets up a small team of interim church leaders (gathered from nearby sister churches) to run the church for at least the first year or two.

Catering Team

- Ensures that the campaign staff members have a light snack upon arrival at the venue.
- Prepares healthy, wholesome, vegetarian food
- Prepares some light refreshments from time to time (frequency to be determined by the Campaign Organising Committee) for attendees of the campaign
 - Refreshments should not be elaborate. Drinks and biscuits should suffice and in some cases, drinks alone are fine. If there is budget for savoury snacks, feel free to provide them for the attendees.
 - The more 'refreshment' nights there are, the better. These nights create time to build relationships with the people who are attending the meetings.

Children's Programme

Many families cannot attend evangelistic meetings if there is no children's programme. Children who are excited about the children's programme also tend to bring their parents back to the meetings. And children's hearts are a perfect ground for sowing the seeds of the kingdom. For these reasons and more the children's coordinator is vital to the success of the overall evangelistic meeting.

The responsibilities of the children's coordinator include:

- Organising childcare for ages 0-10 for the duration of the evangelistic meeting. It is best to have two separate programmes, one for younger children (0-4 years) and one for older (5-10). It would be helpful to have several soft toys and a few disposable nappies for the smaller age group.
- Planning an effective programme by either using an existing children's programme (check your local Conference for resources) or your own. A good one usually consists of music, crafts, stories and a lesson.
- Ordering enough children's materials and supplies.
- Recruiting about 2-5 staff members (or more depending on size) for each childcare programme every night. Make sure that they are there early and are able to stay until all children have been picked up. (Sometimes parents need time to ask questions after the meeting.)
- Provides a form which every parent/guardian, who drops off a child, should complete. This form has the following columns: Parent's Name, Contact Number, Child's Name, Signed In and Signed Out. Be sure that the same person who signs a child in is the very one who signs him or her out.

Communications Team

- Is in touch with all the different teams that are organising the campaign
- Keeps churches informed of all the relevant events, promotions, initiatives, deadlines, etc leading up to the campaign
- Ensures that there is a local communications link (through the communications secretary or Personal Ministries leader) with every participating church. That person will be critical in the dissemination of all the necessary information to their local church
- Uses different platforms of communication – email, sms, phone, facebook, etc.

Décor

- Makes sure a stage is designed that fits with the theme of the campaign. Consults widely on the design and supplies the campaign's organising team with design proofs before a final decision is made.
- Decorates the stage with flower arrangements and makes sure that wilted flowers are replaced throughout the duration of the campaign.
- Beautifies the entrance / reception area.
- Waters plants and flowers regularly

Evaluation Team

- The purpose of this team is to ensure that:
 - The programme content is relevant to the listenership
 - Synergy exists between all teams
 - Feedback is given on a daily basis, with recommendations for improvement.
 - Campaign goals are met.
 - The programme starts and ends on time.
 - Music is in harmony with SDA principles.
 - That decorum in dress and behaviour is upheld at all times

First Aid Team

- Recruits qualified doctors and nurses to assist.
- Ensures that all the necessary items in the First Aid kit are in stock
- Demarcates a First Aid area that has to be manned at all times.
- Ensures that this service is regularly announced.

Finance

- Develops a budget for the campaign
- Looks at how money needs to be raised to fund the campaign:
 - Breakfasts or lunches with business people. (Enough notice time should be given to business people for such meals or events since they are usually very busy.)
 - Personal appeals
 - Regular (monthly) commitments from churches
 - Monthly debit orders from church members
- Puts together a professionally designed document of the projects that need funding and the amount needed for each (eg. R5 000 for children's ministry, R5 000 for catering, etc). This will be distributed to the churches and is the basis on which the financial appeals will be made.
- Establishes proper controls for the disbursement of funds.
- Accounts and reports on income and expenditure.

Health and Safety

- Makes sure that toilets are clean and that there is enough toilet roll and soap every night.
- Ensures that there are clear signs indicating where the toilets are.
- Arranges with a cleaning team (if the venue does not provide that facility) to tidy the venue every night in preparation for the following evening. A cleaning roster should be put in place.
- Ensures that the emcee announces fire drills from time to time.

Music Team

- Organises a praise and worship team that leads out in congregational singing for about 10 min every evening. Songs are to be projected on a screen or hand copies given out so that everyone may participate.
- Should try to use the same song leaders as far as possible for continuity.
- Coordinates the songs *just prior to* as well as *during* the sermon with the evangelist/stage manager. The evangelist may want to select some songs, especially when it comes to the appeal songs.
- Organises the musical instruments to be used during the campaign. It is always best to use the following instruments during a campaign: piano, keyboard or guitar if possible.
- Selects light instrumental music to be played as guests come in (before the song service begins), and when they leave at the end of the service. This creates a good ambience.
- Ensures that the chosen special items are in line with wholesome Adventist musical principles as outlined in on the General Conference's official website:
<http://www.adventist.org/beliefs/guidelines/music-guidelines.html>

Organising (or Steering) Committee

- This committee is made up of the heads of all other committees.
- Their function is to coordinate everything so that it happens on schedule, both in preparation for and during the meetings.
- This committee should meet periodically and each subcommittee should report on what is happening in each specific area. If there are problems in any area, this committee helps that subcommittee address and resolve those issues.

Parking / Security Team

- Sets up teams at strategic places:
 - *Entrance to parking lot:* About 2-3 people are needed at the entrance to the parking lot. Their main job is to wave at everyone who enters and direct them to the parking lot attendants.
 - *Parking lot attendants:* They direct people to their parking space. These people should be very friendly and their purpose is to direct people to the main entrance of the meeting place when they get out of their cars. When the meeting ends, these attendants should be ready to direct people out of the parking lot.
 - *Exit from parking lot:* Two people should be at exit of parking lot after the meeting, waving people goodbye and helping them get onto the road (where directions are needed).
- Other responsibilities:
 - Liaises with police (with regard to traffic issues – blocking off roads, etc).
 - Gets torches, walkie-talkies, reflective vests, etc. An inventory of all these items is to be kept to ensure that they do not get lost or stolen.
 - Ensures that cars are parked orderly.
 - Ensures that parking bays are reserved for preacher and staff.
 - Makes sure that parking bays are reserved for buses and taxis.
 - Reports suspicious characters.
 - Ensures the protection of the tent, chairs and equipment overnight (where applicable)

- Rotates patrol of cars (have roster in place).
- Reports lights that are on, cars that are unlocked, etc.

Preacher Requirements

- Sorts out the preacher and his team's accommodation
- Makes sure that the safety of the preacher and his team is considered at all times
- Ensures that they are picked up from their hotels and dropped off at night.
- Arranges meals for them
 - Must find out if there are special meal requirements

Pre-Campaign Team

- Assists churches in their revival, training and 'sowing' (pre-campaign) phases

Revival Phase

- Gives practical ideas for revival
- Organises a prayer ministry network that will pray for participating churches, evangelist, audience, equipment, etc. (See responsibilities of Prayer Team below)

Prayer Team

Note: Although this team will have a strong Pre-Campaign thrust, it will continue its work through the campaign and even after it ends.

- Launches a prayer programme at least 6 months before the evangelistic meeting begins.
- Convenes regular prayer meetings/prayer breakfasts to request the Lord to grant wisdom, unity and revival. These meetings may be best done at district/regional level (on Sabbath afternoons or Sunday mornings). Each district/region should have a prayer coordinator overseeing a number of local church prayer coordinators.
- Communicates a philosophy of prayer that it is our greatest weapon in evangelism and that it should always have our highest priority.
- Engages church members to pray daily for the Mega Campaign and all its committees.
- Encourages churches to have a weekly 5-10 min prayer slot during Sabbath School or any other convenient time during the Sabbath service. Churches are also to create opportunities for people to share testimonies of answered prayers on Sabbaths.
- Ensures that church members keep praying for the unsaved – for those in their communities, for work colleagues, for friends and family members, visitors who attend their churches, etc.
 - A practical suggestion is to encourage every member to list between 5-10 names of people they would like to invite to the campaign and begin praying for them all the way up to the campaign. They should then personally invite those to attend the series.
 - Another practical suggestion is for churches to use prayer cards in their local communities. A church would do this by going out into their community and gathering prayer requests. Members of the prayer team would then offer to pray for these requests (both in the home [where possible] & when the prayer team meets). The prayer team should regularly follow up on these contacts (at least once a month) to get an update on the prayer request and also let them

know that they are being continually prayed for. A week before the meetings begin, they should be invited to the evangelistic series.

- Encourages churches not only to pray for people, but where possible to address practical needs as well. For example, the local church's prayer team may in some cases call on the welfare department for assistance. Prayer and benevolence go hand in hand.
- Co-ordinates prayer requests as well as answers to prayers and communicates progress to the churches.
- *Suggestion:* Have a prayer countdown to the campaign, for example, 30 days prior to the series have an intensified prayer strategy that culminates in the opening night. All churches are to engage in this united effort to seek God's blessing for the success of the campaign.
- It is advisable to plan one combine prior to the series – a Day of Prayer and Consecration. This should be advertised widely and timeously.

Function of Prayer Team *during* the evangelistic series

- Prays for the evangelist and his team, for the audience, for respondents at appeal times, etc. It is best not to isolate the prayer team to a separate room during the main service. They are to be part of the action, praying for issues as they arise (such as technical problems, disturbances, etc. They will not know about these if they are in a separate room). Another reason why they should be in the main service is because they too need to be blessed and edified through the preaching of the Word.
- Avails themselves for prayer with attendees before and after meetings. This is where a Prayer Room is ideal. Where appropriate, names of those who requested prayer should be handed over (with their permission) to the visitation team for further follow up. *Note:* The Prayer Room facility should be advertised and announced.
- *Optional:* In addition to a Prayer Room, some evangelistic campaigns offer counseling. Only provide this service if you have someone who is trained and qualified to do so.

Training Phase

- The Pre-Campaign team helps train churches in areas such as:
 - Giving Bible studies
 - Visitation
 - Reaching former Adventists
 - How to run a successful campaign
 - Retaining and discipling new members (follow up work). This is done early so that all systems are in place at the end of the campaign.

Sowing Phase

- Provides assistance and suggests resources to help churches during the pre-campaign phase with:
 - Stop smoking clinics
 - Money management seminars
 - Health expos
 - Cooking demos
 - DVD distribution
 - Community surveys
 - VOP enrollment

- Organises the handbill distribution drive in all churches
 - Sets date for distribution
 - Organises quantities

This committee should also organise at least 1 major combine to motivate, prepare and inspire churches for the Mega Campaign

Reception Team

The reception team plays a crucial role. They create the first impression for the Campaign. They should therefore be well trained and know the basics of the campaign (how long it will run, who the speaker is, which nights are off, what the preacher is speaking about on any particular night, etc). If possible, Greeters and Ushers should have some identifying mark (same colour shirts/blouses, sashes or badges).

Greeters (frontline)

About 20-30 greeters are recommended for the first few nights. After that, 15 will probably be enough. It is suggested that the same team greet every night throughout the series (with a few changes from time to time) since attendees expect to see familiar faces as they arrive. Select greeters carefully — first impressions are lasting! Happy, smiling and well-dressed people always make an impact. You want to represent this great message in the best way possible.

Greeter responsibilities include:

- Arriving early
- Standing just outside the main entrance in order to direct guests to the reception desk
- Warmly greeting those who arrive
- Guiding guests who need to know where the childcare, meeting hall, toilets, etc., are
- Getting to know guests names
- Handing out material as attendees leave (lecture outlines, etc)
- Handing over attendees to the ushers

Ushers (in venue)

About 40-50 are recommended for the first few nights. After that, 20 ushers will probably be enough. Encourage them to dress well and be representative of the message.

Usher responsibilities include:

- Helping people find seats
- Distributing and collecting envelopes, decision cards, pens/pencils, etc.
- Bringing in extra chairs if necessary
- Handling any possible disturbances.
- Helping tidy the auditorium after a meeting (collecting pens, papers, etc).
- Taking up offerings (one bucket per row to ensure it is done speedily). The buckets should be passed out as soon as the offering is called for.
 - *A note on collecting offerings:* Many successful evangelists have used the following method of collecting offerings:
 - Collecting offerings only once a week, usually on Fridays (except for the first Friday).

- An envelope (usually printed with details such as Name, Address, Amount Enclosed) is passed out the night before the offering is taken up. A short appeal is then made, letting people know about the offering and asking them to take the envelope home and pray about what God would have them do to help toward the expenses of the meetings. The same should be done on the Friday night. Offering appeals should be short and pointed, not dragged out.
- On the Friday evening, after collection, the offering is to be taken to the back room, counted in the presence of a few people. The total amount is to be put in an envelope (with the signatures of those who counted it), sealed and given to the treasurer.
- It is advisable for ushers to be assigned particular rows for the duration of the campaign (about 4-5 rows are manageable). Most people will sit in the same seats from night to night – so the primary role of the usher is to get acquainted with people in their assigned rows. They should be friendly but not overbearing. When a person sits in their assigned row, they should introduce themselves to that attendee.
- Ushers should have a reserved seat for themselves (an A4 with the printed words: Reserved Seat) at the end of one of the rows they oversee. They should also be stocked with the required stationery / materials (pens, blank cards, nightly schedules, etc) to readily supply anyone who may call for them.

Resource Centre Team

- Is run at the end of every presentation, starting from about the third day.
- Exposes attendees to good Christian materials such as devotionals, CDs/DVDs, Bibles, Spirit of Prophecy (*Desire of Ages, Steps to Christ, Christ's Object Lessons, etc*), booklets or tracts to supplement the nightly sermons (like ones on State of the Dead, the Judgment, Sabbath, etc).
- Ensures that books and DVDs are introduced at the appropriate time. No resource should be sold on a topic the preacher has not yet covered.
- Sells the previous night's lecture on DVD (as well as other earlier ones). The purpose is not to make a business but to put good resources into hands of attendees at very attractive (often subsidised) prices.
- Makes sure other materials from previous nights are available (like the lecture outlines for instance).
- Remembers to acquire spiritual resources for children – Bible story books, puzzles, Bible games, etc.
- *Note:* During the last week of the meetings there tends to be heavy buying of the recorded DVD presentations. For those in the audience who would like full DVD sets of the evangelistic series, consider the following 2 options:
 - Let people fill out an order form about 4-5 days before the close of the meetings. These orders have to be prepaid. This will give the Resource Team an idea of how many DVD sets to produce and thus ensure that they have enough time to produce them. Have these complete sets ready for people as they leave on the closing night of the series. For this to work effectively, the 'face' of the final DVD is to be pre-printed. Then as the evangelist ends his presentation, it is burnt to DVD almost immediately (have the DVD stackers ready) while the final remarks, announcements and thank you's are made. Most people prefer this option.

- Let people fill out an order form, pay for their DVDs and post / deliver it to them within 2 weeks of the end of the meetings.

Stage Management

- Ensures that emcees are auditioned prior to the series. Emcees are to be selected who are eloquent and comfortable with an audience
- An anchor male and female combination works best. A back up plan should always be in place lest an emcee falls ill or gets stuck in traffic.
- Prays with the preacher
- Makes sure that a lectern and chairs are in place (if needed by preacher)
- Cues the speakers, singers, emcees just before they have to go on stage
- Reminds each presenter of how much time they have on stage and tightens the programme when it is running late.
- Works with technical team to set up or take down microphones before and after special items.
- Works closely with Admin team to coordinate nightly announcements – reminders, incentives, etc.

Technical Team

- Cordons off the technical area and does not allow unauthorised persons to meddle.
- Arranges and manages public address system, projector, screens and recording facilities
- Does a timeous sound check before the start of each night's programme
- Arranges for backup equipment to be on standby – extra projector, projector bulbs, microphones, cables, etc.
- Ensures that the images on the screen are sharp and clear and that CDs/DVDs to be played during the campaign are pre-checked for quality
- Makes sure that the sound system is always working correctly and that the lectures are recorded each night
- Ensures that there are enough microphones and stands for the stage personnel, including the singing groups. Some instruments may also need amplification.
- Determines policy on recording, credentialing of recorders and copyright
- Organises back-up power in case of power failures
- Ensures that the team is always vigilant to audio and visual problems. If a technical team member has to take a short break, someone needs to be there to immediately cover for him/her.
- If an electrical service is not provided by the venue, the technical team should also look after the electrical and lighting requirements
 - Have a tool box – with screwdriver, plugs, tape, screw drivers, etc
 - Monitor lights and replace fused ones
- If the campaign is done in a hall where things have to be packed away each evening, the technical team is responsible for removing and storing camera equipment, microphones, tripods, cords, etc. They should not disconnect anything that does not absolutely have to be disconnected.

Transportation Team

- Makes sure that buses / taxis are arranged to collect and drop off attendees.

- Identifies routes
- The collection and drop off points as well as the times are to be clearly communicated throughout the campaign.
- Manages costs

Visitation Team

A visitation team greatly assists in the campaign by building stronger relationships with the audience, answering questions that cannot be answered during the meetings and encouraging absent attendees to return.

The visitation team's responsibilities include:

- Following-up on those who have stopped attending meetings after the first weekend. The first visit should be both informal and brief. You will want to leave the material from the night that they've missed and invite them to come to the next meeting.
- Following-up on those who have generally stopped attending the meetings — be prepared to answer objections about the Sabbath as well as other doctrinal issues.
- Following-up on those who have indicated an interest in baptism
- Continuing to visit good interests and baptismal candidates after the meetings are done.
- The visitation team should have enough materials to hand out on visits (Nightly attendance sheets, lecture outlines, booklets of a doctrinal nature, etc).
- Visitation teams are never to run ahead of the preacher. Only topics the preacher has covered as to be discussed.